

JASPER COUNTY PUBLIC LIBRARY
BOARD MINUTES - 1996



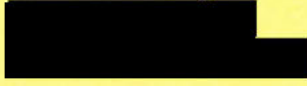
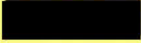
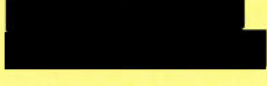
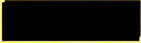


JASPER COUNTY PUBLIC LIBRARY

☐ Rensselaer Public Library, Headquarters
208 West Susan Street
Rensselaer, Indiana 47978-2447
219 • 866-5881
Fax 219 • 866-7378

☐ DeMotte Public Library
901 Birch Street SW
P.O. Box 16
DeMotte, Indiana 46310-0016
219 • 987-2221
Fax 219 • 987-2220

☐ Wheatfield Public Library
170 S. Grace Street
P.O. Box 247
Wheatfield, Indiana 46392-0247
219 • 956-3774
Fax 219 • 956-4808

<u>Board Members</u>	<u>Phone</u>	<u>Term Expires</u>	<u>Appointed By</u>
President: Robert Souza 		December 31, 1997	County Council
Vice-President: Anne-Marie Egan 		May 9, 1997	Rensselaer Central School Board
Secretary: Barbara Leestma 		December 31, 1998	Co. Commissioners
Treasurer: Wilbur D. Doty 		August 2, 1999	Pres.-KV & West Central School Boards
Patrick O'Rourke 		June 30, 2000	County Council
Mary S. Duggleby 		December 31, 1999	County Commissioners
Mary Linda Casey 		May 9, 1998	Rensselaer Central School Board

JASPER COUNTY PUBLIC LIBRARY

EMPLOYEE NAME & ADDRESS LIST

<u>Employee Name</u>	<u>Job Title</u>	<u>Address</u>	<u>City,State,Zip</u>	<u>Telephone</u>
BEEDLE, Marlene	Library Asst. I - D			
BEEVER, Yvonne	T. S. Librarian 2 - R			
BELSTRA, Courtney	Page - D			
BROWN, Amy	Page - R			
BROWN, Glenda	Ref. Library Specialist I-R			
CARR, Renee	Library Asst. 2- D			
COLVIN, Valerie	Page - R			
DAUGHERTY, Lynn	Library Director			
DAY, Lynda	Library Assistant 2 - R			
EISELE, Julie	Library Asst. 2 - R			
FAGEN, Charlotte	Children's Specialist 2 - D			
FILSON, Stephanie	Circ. Clerk - R			
GATLIN, Molly	Page-D			
HEEKE, Michelle	Agency Librarian 2 - R			
HESTERMAN, Sandi	Page - W			
HOWARD, Rose	Janitor - D & W			
JUNG, Gail	Bus. Manager/Adm. Asst-R			
KARCH, Angela	Page - D			
KOBY, Diana	Agency Librarian 1 - W			
KOPANDA, Joan	Library Assistant 2 - D			
KROS, Diane	Library Specialist 2- W			
LEWIS, Sharon	Clerk/Page - R			
OPOLSKI, Diane	Library Assistant 1-W			
POWELL, Bonnie	Library Assistant I - R			
PRATT, Annette	Circ. Clerk-R			
REAGAN, Jackie	Y.S. Specialist 2 - R			
RUSHER, Lisa	Lib. Asst 1/Asst.Bookkeeper -			
SCHULENBERG, Sharon	Spec.Services Librarian-R			
SPURGEON, Eileen	T.S. Clerk - R			
STALBAUM, Lynn	Page - W			
STANDISH, Jack	Janitor/Maintenance			
TACHTIRIS, Jill	Ref. Library Specialist I - D			
WAKELAND, Susan	Page - R			
WEBSTER, Rachael	Clerk - D			
WHITED, Amber	Library Assistant I - W			
WOODS, Margaret	T.S. Library Specialist 1			
YORK, Leanne	Agency Librarian 2- D			

1996 Budget

1 PERSONAL SERVICES

1.1 Salaries and wages

1.11	Salary of librarian	\$39,915
1.12	Salary of Assistants	\$414,220
1.13	Wages of Janitor	\$28,785

1.2 Employee benefits

1.21	Employer: FICA	\$36,943
1.22	Unemployment Comp	\$2,789
1.23	Employer: PERF	\$22,394
1.24	Employer: Group Insur.	\$14,400

1.3 Other personal services

1.31	Other personal services	\$1,000
------	-------------------------	---------

Total Personal Services \$560,447

2 SUPPLIES

2.1 Office supplies

2.11	Official records	\$950
2.12	Stationery/printing	\$650
2.13	Other office supplies	\$4,200

2.2 Operating supplies

2.21	Cleaning/sanitation	\$4,500
2.22	Fuel/oil/lubricants	\$20
2.23	Other operating supplies	\$3,800

2.3 Repair/maintenance supplies

2.31	Building materials	\$650
2.32	Painting supplies	\$200
2.33	Repair parts	\$300

2.4 Other supplies

2.41	Library supplies	\$4,500
2.42	Automation supplies	\$4,200

Total Supplies \$23,970

3 OTHER SERVICES/CHARGES

3.1 Professional services

3.11	Consulting services	
3.12	Engineer/Arch Services	
3.13	Legal services	\$1,250
3.14	Other profess. services	\$4,400

3.2 Communication/Transportation

3.21	Telephone	\$29,000
3.22	Postage	\$6,600

3.23	Traveling expenses	\$4,000
3.24	Professional mtgs	\$6,000
3.25	Freight/Express	\$50

3.3 Printing/Advertising

3.31	Adv/Public. of notices	\$900
3.32	Printing (not off. supply)	\$400

3.4 Insurance

3.41	Official bonds	\$250
3.42	Other insurance	\$16,000

3.5 Utility services

3.51	Gas	\$25,000
3.52	Electricity	\$58,000
3.53	Water	\$1,200
3.54	Waste disposal service	\$2,000

3.6 Repairs/maintenance

3.61	Bldgs/Structures	\$30,000
3.62	Equipment	\$4,000

3.7 Rentals

3.71	Real estate	
3.72	Equipment	\$225
3.91	Dues	\$2,000
3.92	Interest on loans	

3.93	Taxes/Assessments	
3.94	Transfer to LIRF	\$40,000
3.95	Service contracts	\$9,200
3.96	Petty cash	
3.97	Interview/moving expense	\$100
3.98	Maintenance contracts	\$36,400

Total Other Services/Charges \$276,975

4 CAPITAL OUTLAYS

4.1	Land	
4.2	Buildings	
4.3	Improvements	
4.4	Furniture/equipment	\$18,100

4.5 Other capital outlays

4.51	Books	\$124,000
4.52	Periodicals,newspapers	\$37,000
4.53	Nonprint materials	\$22,000

Total Capital Outlays \$201,100

FUND TOTAL \$1,062,492

Board Meeting Dates

1996

Meetings are held at 7:00 P.M. at the Rensselaer Library
unless otherwise noted

Monday, January 15 (third Monday)
Monday, February 12
Monday, March 11
Monday, April 8
Monday, May 13 (at DeMotte)
Monday, June 10
Monday, July 8
Monday, August 12
Monday, August 26 (to pass budget only)
Monday, September 9 (at Wheatfield)
Monday, October 14
Monday, November 11
Monday, December 16 (third Monday)

Revised 7/8/96

Holiday Schedule 1996

The Libraries will be closed on the following days:

New Year's Day: Monday, January 1
Memorial Day: Monday, May 27
Independence Day: Thursday, July 4
Labor Day: Monday, September 2
Thanksgiving: Thursday, November 28
Christmas Eve: Tuesday, December 24
Christmas Day: Wednesday, December 25
New Year's Eve: Tuesday, December 31

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month.

BYLAWS OF THE BOARD OF TRUSTEES
OF THE
JASPER COUNTY PUBLIC LIBRARY

ARTICLE I

ORGANIZATION

- Section 1 Name. The name of this board shall be the Board of Trustees of the Jasper County Public Library, hereinafter referred to as "the Board".
- Section 2 Organization. The Board is a Class One Public Library operating under the Public Library Law of 1947 and the Library Services Authority of 1967 of the State of Indiana. The Board exercises the powers and authority and assumes the responsibilities delegated to it under the provisions of I.C. 20-14.

ARTICLE II

STATUTORY AUTHORITY

The Board shall govern and set policy for all of the affairs of the public library under the provisions of I.C. 20-14-3-2. It may make rules for the discharge of its responsibilities, and it may manage and insure all real property belonging to the public library.

ARTICLE III

PURPOSE AND DUTIES

- Section 1 The Board shall govern and set written policy for the library. It has the power to make all rules and regulations for the discharge of its responsibility.
- Section 2 The Board shall employ a competent and qualified library Director to carry out its policies, under provisions of I.C. 20-14-2-7.
- Section 3 The Board shall plan for the future of the library in light of the needs of the community, securing adequate facilities and funds to carry out the library's program of service.
- Section 4 The Board shall monitor and evaluate the overall effectiveness of the library.

- Section 5 The Board shall act as an advocate for the library in the community and advocate for the community as a Board.

ARTICLE IV

TRUSTEES

- Section 1 Appointments . The application, appointment, term and removal of trustees shall be in accordance with provisions of I.C. 20-14-2.5-1 to 4 and I.C. 20-14-2.5-6b and I.C. 20-14-2.5-12 to 14.
- Section 2 Compensation. According to the provisions of I.C. 20-14-2.5-15, members of the Board shall serve without compensation. A board member may not serve as a paid employee of the public library.

ARTICLE V

MEETINGS

- Section 1 Open Door Law. Meetings of the Board are subject to Indiana's Open Door Law, I.C. 5-14-1.5. All meetings of the Board, except necessary executive sessions, shall be open to the public.
- Section 2 Meetings. The Board shall meet at least monthly, and at any other times a meeting is necessary, under provisions of I.C. 20-14-2-6.
- Section 3 Regular monthly meetings. February through November meetings will be held in the second week of the month. The January and December meetings will be held in the third week of the month.
- Ten meetings will be held at the Rensselaer Library, one meeting per year will be held at the DeMotte Library and one per year at the Wheatfield Library. Dates and places for the following year will be determined annually.
- Section 4 Special meetings. Special meetings may be called by the President or by any two board members, provided that all members are given prior notice, written or oral, of the date, time, place and purpose of such meetings, according to provisions of I.C. 20-14-2-6. Public notice must also be given of such meetings, in accordance with provisions of I.C. 5-14-1.5-5.

- Section 6 Nominating Committee. The Nominating Committee shall present a slate of officers at the November meeting. The Board shall elect officers at the December meeting. Nominations will be accepted from the floor but must have a second and the consent of the nominated trustee. If there are nominations from the floor, voting shall be by written ballot; otherwise, election shall be by consensus.
- Section 7 Vacancies. When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If the appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional terms in that same office if elected.

ARTICLE VII

FINANCES

- Section 1 Finance powers. The Board shall have such finance powers as are set forth in I.C. 20-14-3-8, shall establish funds to keep money and securities of the library, in accordance with I.C. 20-14-3-9, shall invest excess funds in accordance with I.C. 5-13-9.
- Section 2 Borrowing. Any funds authorized by law to be borrowed, may be borrowed only by resolution of the Board; however, the execution of any documents related to the borrowing may be executed by any two Board officers.
- Section 3 Special Board of Finance. The full Board shall constitute the Special Board of Finance which shall meet as designated by I.C. 5-13-8 and shall maintain the same officers as the Library Board.

ARTICLE VIII

COMMITTEES

- Section 1 The President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee.
- Section 2 Other committees shall be appointed at the discretion of the President.

ARTICLE IX

ROLE OF THE DIRECTOR

The Director, as the administrative head of the library, shall be responsible to the Board for the operation and management of the library. The Director shall also act as advisor to the Board and its committees. The Board shall maintain a current written job description for the Director, which sets forth, in detail, the role of the Director.

ARTICLE X

AMENDMENTS

- Section 1 Amendments to these bylaws may be proposed at any meeting of the Board.
- Section 2 Voting on any proposed amendment will not occur until the next regular meeting following its proposal.

3/95; rev. 12/95

AGENDA

**Jasper County Public Library Board of Trustees
Monday, January 15, 7:00 PM
Rensselaer**

Board of Finance Meeting

	<u>Purpose</u>
Introduction of new board member	Discussion
Election of Officers	Action
Annual Report of Investments	Information
Adjournment	Action

Monthly Board Meeting

Opening of meeting

A. Moment of silence	
B. Approval of agenda format	Action

Approval of Consent Agenda Items

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. Annual Salary Ordinance (R 7)
- D. Approval for workshop attendance (R 13)
- E. Annual accounting practices (R 9)

General Business

A. Technology Plan & Grant Proposal(R 11)	Action
B. Committee Appointments	Information

Director's Report (R 13- R 14)

Items for future Agendas

Public Forum

Adjournment

MINUTES.....December 21, 1995
Jasper County Public Library Board of Directors Meeting 7:00 pm

Present: Robert Souza, Anne-Marie Egan, Wilbur Doty, Mary Linda Casey, Miriam Lawyer, Marge Hohner, Lynn Daugherty. Absent: Barbara Leestma

The Meeting opened with a moment of silence at 7:45 p.m.

1. AGENDA & CONSENT AGENDA: The November Minutes were moved from the Consent Agenda to General Business; and added to the Consent Agenda were Encumbered Funds & Workshop Attendance. M.L. Casey then moved to approve the revised Agenda and the Consent Agenda items which also included the Bills/Financial Reports, Salary Ordinance Changes, Appropriation Fund Transfers, Transfers to Lirf and the Changes in the 1996 Board Meeting Dates. A-M. Egan seconded the motion. Motion carried.

2. NOVEMBER MINUTES: The section of the minutes under 1996 Board Meeting Dates was corrected by deleting the last phrase at the end of the first sentence so that the motion read: W. Doty moved that the meeting night be kept on the second Monday of the month and, if need be, that it be changed. On a motion by M. L. Casey, seconded by M. Hohner, the minutes were approved as corrected. Motion passed.

3. DIRECTOR'S SALARY: Miriam Lawyer moved that the library board give a 3.1% raise to the director beginning in 1996. M.L. Casey seconded the motion. Motion carried with W. Doty abstaining from the vote.

4. CONFERENCE ATTENDANCE: The Board granted permission for L. Daugherty to attend the PLA Conference in Portland and take up to two staff to the COLT Conference, provided the agenda is worthwhile, allowing no more than \$350 each per ticket on a motion by M. Lawyer, seconded by A-M Egan. Vote was 5-1 in favor. W. Doty opposed setting a dollar amount to the motion.

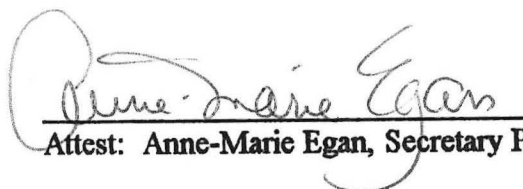
5. ELECTION OF OFFICERS: W. Doty moved to retain the present officers for 1996. M. L. Casey seconded the motion. Motion passed. M. Lawyer abstained.

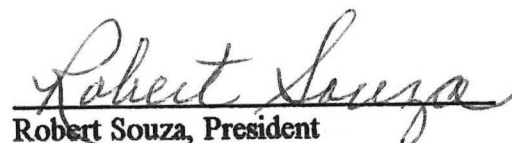
6. DIRECTOR'S REPORT: Richard Boss, consultant on the Technology Plan, will provide us with a final report before the end of the year.

The Board suggested that L. Daugherty send a letter from the board and library thanking Jack Standish for his time and exceptional job he put forth in building the cabinet for the 46" TV.

7. FUTURE AGENDA: R. Souza presented M. Lawyer with a book, Tasha Tudor's Garden, in recognition of her fourteen years of service on the library board.

Meeting was adjourned at 8:15 p.m. on a motion by M. Hohner, seconded by M.L. Casey.


Attest: Anne-Marie Egan, Secretary Pro-tem


Robert Souza, President

Salary Ordinance 1996

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library	
Beedle, Marlene	Lib. Asst. 1	\$7.20	\$11,980.80	32	D	
Beever, Yvonne	Librarian 2	\$12.50	\$26,000.00	40	R	
Belstra, Courtney	Page	4.50/4.75/5.00	\$2,540.00	10	D	Raise 3/1,9/1
Brown, Amy	Page	4.75/5.00	\$2,535.00	10	R	Raise 7/1/96
Brown, Glenda	Specialist 1	\$8.39	\$17,451.20	40	R	
Carden, Rebecca	Specialist 2	\$8.77/\$9.16	\$18,873.20	40	R	Raise 9/1
Carr, Renee	Lib. Asst 2	\$8.09	\$13,461.76	32	D	
Daugherty, Lynn	Director	\$19.19	\$39,915.20	40	R	
Delger, Kim	Clerk	\$5.00/5.25/\$5.67	\$2,223.12	8	D	Raise 3/1,9/1
Eisele, Julie	Lib Asst 2	\$7.29	\$15,163.20	40	R	
Fagen, Charlotte	Specialist 2	\$9.54	\$19,843.20	40	D	
Filson, Stephanie	Clerk	5.00/5.25	\$9,555.00	35	R	Raise 7/1
Gatlin, Mollie	Page	\$5.25	\$2,730.00	10	D	
Heeke, Michelle	Librarian II	\$12.50/\$13	\$26,220.00	40	R	Raise 10/1
Hopp, Heather	Page	4.75/\$5.00	\$2,567.50	10	R	Raise 3/16
Howard, Rose	Janitor	\$8.22	\$17,098.00	40	D,W	
Jung, Gail	Admin. Asst	\$9.63	\$20,030.40	40	R	
Karch, Angela	Page	\$5.00	\$2,600.00	10	D	
Kooy, Diana	Librarian I	\$10.25/\$10.65	\$17,555.20	32	W	Raise 3/1
Kopanda, Joan	Lib. Asst 2	\$8.21	\$13,661.44	32	D	
Kros, Diane	Specialist 2	\$8.77	\$18,241.60	40	W	
Lewis, Sharon	Clerk	\$6.09	\$3,166.80	10	R	
Loehrer, Karen	Lib. Asst 2	\$6.89	\$14,331.20	40	R	
Opolski, Diane	Library Asst 1	5.50/6.00	\$9,568.00	32	W	Raise 7/1
Powell, Bonnie	Lib. Asst 1	\$7.83	\$11,887.50	30	R	longevity-4-9 yrs
Pratt, Annette	Clerk	5.25/5.67	\$4,258.80	15	R	Raise 6/1
Rusher, Lisa	Lib. Asst 1	5.50/6.00/6.40	\$11,000.50	35	R	Raise 3/1,9/1
Schulenberg, Sharon	Spec. Serv Lib	\$10.03	\$18,254.60	35	R	longevity-20 yrs
Spurgeon, Eileen	Clerk	\$6.59	\$1,713.40	5	R	
Stalbaum, Lynn	Page	\$5.25	\$2,730.00	10	W	
Standish, Jack	Janitor/Maint	\$7.00	\$10,556.00	29	R	
Tachtiris, Jill	Specialist 1	\$8.71	\$18,116.80	40	D	
Waling, Elaine	Page	\$5.00	\$2,600.00	10	R	
Webster, Rachael	Clerk	\$6.59	\$4,454.84	13	D	
Whited, Amber	Lib. Asst 1	\$6.80	\$11,315.20	32	W	
Woods, Peggy	Specialist 1	\$7.71	\$16,036.80	40	R	
York, Leanne	Librarian 2	\$13.00	\$27,040.00	40	D	
	Bkkeeper/Clerk	\$6.50	\$1,397.50	5	R	
			\$468,673.76			

[Signature]
[Signature]
[Signature]
[Signature]

Margaret Hohner
Mary Duggles

CIRCULATION STATISTICS

	DEMOTTE					RENSSELAER					WHEATFIELD					SYSTEM	
	Added		Withdrew		CIRC- ULA- TION	Added		Withdrew		CIRC- ULA- TION	Added		Withdrew		CIRC- ULA- TION	TOTAL: CIRCULA- TION	
	V O L U M E	T I T L E	V O L U M E	T I T L E		V O L U M E	T I T L E	V O L U M E	T I T L E		V O L U M E	T I T L E	V O L U M E	T I T L E			
December 1995			S			S		S			S		S				
XX																	
ADULT BOOKS																	
Fiction	45	45	0	0	1715	62	62	0	0	1801	43	43	0	0	679	4195	
Nonfiction	70	52	8	5	1119	83	49			1618	55	26	10	1	452	3189	
CHILDREN'S BKS																	
Fiction	55	55	2	2	1516	32	32			1365	26	26	3	0	469	3350	
Nonfiction	23	23	0	0	382	36	36			702	9	9	0	0	234	1318	
MAGAZINES,ADT					767					498					342	1607	
MAGAZINES, CH					21					23					20	64	
GRAPHIC MAT'L					1					13					4	18	
MICROFORMS																	
																0	
SOUND RE/ADUL	11	11	2	2	267	0	0	0	0	456	24	24	0	0	211	934	
SOUND REC., CH	0	0	0	0	33	4	4	0	0	85	2	2	0	0	24	142	
CD ROM SWFTW	0	0	0	0		0	0	0	0		0	0	0	0	0	0	
SOFTWARE																0	
VERTICAL FILE					101					172					7	280	
VHS	8	8	1	1	584	4	4	0	0	921	6	6	0	0	356	1861	
EQUIPMENT					1					3						4	
TOTAL	212	194	13	10	6507	221	187	0	0	7657	165	136	13	1	2798	16962	
XX																	
PERCENT INCREASE/DECREASE					-1.2%						-1.0%						-12.9%
END OF MONTH:					DEMOTTE	RENSSELAER					WHEATFIELD						
Total Materials Owned					32932	46891					24484						
Total Titles Owned					30827	43126					22360						
Daily Avg Circulation					260	306					112						
XX																	
MONTHLY SYSTEM STATISTICS					1994	1995					% change						
Circulation					18382	16962					-8%						
Jan. to date circulation					255434	251391					-2%						

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
December 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	5856	6144	2456	14456
Total registered	5903	6201	2471	14575
Non-resident, paying	21	28	2	51
PLAC card users	0	3	0	3
Reciprocal borrowers	97	42	3	142
XX				
INTRALIBRARY LOANS FILLED	91	120	55	266
LOCAL HISTORY				
In person	3	9		12
Letters written		1		1
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	5	126	20	151
Computer software used	5	144	22	171
VCR Use				0
Microforms		32		32
CD ROM software used		45		45
Public use of FAX service	3	9	14	26
Typewriter use	5	7	8	20
Other equipment used				0
OTHER LIBRARY SERVICES USED				
Walking book visits	2	3		5
Notarized documents	2	1		3
Meeting Room Use (number of groups)	18	24	9	51
Study room use	6	21		27
Ref book/vf copies made	35	46	27	108
XX				
INTERLIBRARY LOANS				
Requests made for:	21	66	17	104
Items rec'd for:	29	61	9	99
Items outstanding:	-8	5	8	5
Items from Indiana libraries	19	46	6	71
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries				0

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
December 1995

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	8	7	4	19
Number attending	152	90	70	312
YA Programs (14-17)				0
Number attending		3		3
Adult Programs	2	5	1	8
Number attending	23	42	11	76
Senior Citizen Programs	1			1
Number attending	21	10		31
TOTAL NO. OF PROGRAMS	11	12	5	28
TOTAL PERSONS ATTENDING	196	145	81	422

CIRCULATION BY PATRON CODE

December 1995

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	973	16.2%	1021	14.4%	534	20.1%	2528	16.1%
Adult Female (1)	3062	51.1%	3382	47.8%	1395	52.5%	7839	49.8%
Juvenile 0-11 (2)	762	12.7%	1073	15.2%	280	10.5%	2115	13.4%
YA 12-17 (3)	393	6.6%	664	9.4%	235	8.9%	1292	8.2%
Nonresident No Fee (4)	95	1.6%	189	2.7%	21	0.8%	305	1.9%
Board/Staff (5)	383	6.4%	391	5.5%	187	7.0%	961	6.1%
School (6)	0	0.0%	68	1.0%	0	0.0%	68	0.4%
St. Joseph College (7)	0	0.0%	58	0.8%	0	0.0%	58	0.4%
State Library Card (8)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee (9)	146	2.4%	138	1.9%	0	0.0%	284	1.8%
Corporate (10)	0	0.0%	13	0.2%	0	0.0%	13	0.1%
Reciprocal (11)	175	2.9%	85	1.2%	3	0.1%	263	1.7%
Total	5989		7082		2655		15726	
Total items borrowed by nonresidents	416	6.9%	538	7.6%	24	0.9%	978	6.2%

CIRCULATION BY ITEM FINE CODE
December 1995

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	36	73	14	123
100 (1)	46	82	14	142
200 (2)	24	60	22	106
300 (3)	162	293	41	496
400 (4)	1	5	6	12
500 (5)	32	63	8	103
600 (6)	399	344	168	911
700 (7)	165	228	73	466
800 (8)	29	57	17	103
900 (9)	95	137	38	270
B (10)	101	126	42	269
j000 (11)	4	17	3	24
j100 (12)	9	14	3	26
j200 (13)	7	14	2	23
j300 (14)	44	125	29	198
j400 (15)	8	3	1	12
j500 (16)	69	172	52	293
j600 (17)	68	78	24	170
j700 (18)	72	150	50	272
j800 (19)	9	19	6	34
j900 (20)	54	75	40	169
jB (21)	38	35	24	97
FIC (22)	1027	1259	427	2713
yaFIC (23)	31	79	58	168
LARGE PRINT (24)	123	52	27	202
jFIC (25)	200	318	93	611
jE (26)	806	798	279	1883
jER (27)	320	79	71	470
Magazines (28)	767	498	342	1607
Games/Toys (29)	0	13	0	13
Filmstrips (30)	1	0	0	1
Microforms (31)	0	0	0	0
Cassettes (32)	95	149	31	275
jCassettes (33)	29	71	14	114
Compact Discs (34)	166	293	180	639
jCompact Discs (35)	2	2	7	11
Sound Recordings (36)	6	14	0	20
jSound Recordings (37)	2	12	3	17
Software (38)	0	0	0	0
Vertical File (39)	101	172	7	280
Equipment (40)	1	3	0	4
yapFIC (41)	143	154	44	341
jpFIC (42)	190	170	26	386
Reference (43)	29	67	9	105
Genealogy (44)	0	0	0	0
jMagazines (45)	21	23	20	64
VHS (46)	584	921	356	1861
Free reads	391	251	123	765
Puzzles			4	4
Talking books		6		6
Assignment shelf books		83		83
TOTAL	6507	7657	2798	16962

**ACCOUNTING PRACTICES
APPROVAL
FOR
1996**

Each year we are required to formally adopt these Accounting Practices which will be followed throughout the year. A motion will be needed to this effect.

Interest from the Operating Fund, LIRF and BIRF will be credited to the Operating Fund.

Interest from the Construction Fund will be credited to the Construction Fund.

The Board President will also hold the office of Assistant Board Treasurer and the Board Treasurer shall also hold the office of Assistant Board Secretary.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library.

The treasurer is authorized to pay bills when necessary between Board meetings. These bills will be utility bills, conference fees, health insurance premiums and payroll checks.

MEMORANDUM

Technology Plan

Summary: At Board Meeting Monday night, I will ask you to approve this plan as a working document to guide our action for the next 5 years. On the basis of it, we will apply for the \$50,000 technology grant.

Discussion: Staff members on the Technology Plan Committee examined and edited the Plan as it was developed and refined by our consultant, Dick Boss.

I believe that with the grant we will have the resources to implement all of Goal 1, Strategy 1 and 2. This means that we can upgrade our Galaxy system, upgrade our CD-ROM server and install it in the computer room so that our CD-ROM software will be accessible from all library agencies and by dial-up through the Galaxy system.

An important "if" noted in Goal 1, Strategy 1, Action 1 is that some software may be too expensive to network (other software may be networked free), but it can still be made available through the network if we purchase multiple copies.

We need to nail down any possible hidden costs in this project before we submit our grant application.

Other portions of the plan will also be able to be implemented without added funds. We can adopt minimum PC specifications for in-Library use (Goal 2, Strategy 2) and use those specs as we purchase replacement equipment. We can survey home computer use, investigate the best sources of equipment, consultants and repair personnel.

As our technology becomes more complex, later in the year, we will need to appoint someone to manage it (Goal 3, Strategy 1). There is no doubt that this measure will be necessary. We are presently working on ways to shift our workload to minimize the expense of this. Yvonne is also planning to train existing staff at each library to be able to respond to some automation problems.

Continuing education for staff will be implemented this year (Goal 3, Strategy 2).

If the community wishes to apply for an Access Indiana grant, we might also be able to implement Goal 1, Strategy 3: expanded Internet access.

Implementation of Goal 5 may also begin this year, if we are awarded the full \$50,000 Technology Grant to network our CD-ROM and add access through dial-in ports.

Goal 6 may be worked on. It would be nice to start adding PC's. This could be done by obtaining small grants or donations from local businesses, the Friends or available grant sources.

Next Step(s). I would like the Board to vote to approve this Technology Plan for implementation in the next 5 years, as funds are available. I would also like you to authorize me to write and submit a Technology grant application which will incorporate the provisions of Goal 1, Strategy 1 and 2. The grant will, of course, be examined and signed by the Board President before submission.

Vote:

- To adopt the Technology Plan as submitted as a working document to guide the Library's actions within the next 5 years, as funds are available.
- To authorize the Director to write and submit, after approval of the Board President, a \$50,000 Technology Grant application incorporating the provisions of Goal 1, Strategy 1 and 2, of the Technology Plan.

JCPL FINANCIAL STATEMENT

DECEMBER 29, 1995

	<u>Beginning 1995 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$263,562.78	\$209,660.92	\$993,098.22	\$103,617.27	\$885,032.24	\$371,628.76
Investments \$200,000.00						
Public Library Access Card Fund	\$0.00	\$17.00	\$238.00	\$0.00	\$187.00	\$51.00
Gift Fund	\$4,794.34	\$115.00	\$1,462.66	\$76.91	\$3,179.15	\$3,077.85
DeMotte	\$2,362.04	\$65.00	\$626.00	\$0.00	\$1,499.60	\$1,488.44
Rensselaer	\$1,718.02	\$50.00	\$752.16	\$45.45	\$1,544.04	\$926.14
Wheatfield	\$714.28	\$0.00	\$84.50	\$31.46	\$135.51	\$663.27
Bond & Interest Redemption Fund	\$128,832.99	\$140,643.44	\$443,040.08	\$318,232.50	\$437,015.00	\$134,858.07
Investments \$97,300.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$1,115.70	\$0.00	\$1,115.70	\$0.00
Library Improvement Reserve Fund	\$23,853.73	\$6,000.00	\$6,000.00	\$0.00	\$1,125.00	\$28,728.73
Investments \$2,700.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$8,279.46	\$0.00	\$0.00	\$0.00	\$0.00	\$8,279.46
Satellite Fund	\$0.00	\$0.00	\$1,500.00	\$54.00	\$54.00	\$1,446.00
Construction Fund	\$15,344.67	\$0.00	\$1,605.89	\$0.00	\$6,959.30	\$9,991.26
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
Employee Health Insur.	\$735.30	\$0.00	\$229.99	\$272.21	\$774.14	\$191.15
Employee P.E.R.F.	\$2,583.03	\$0.00	\$0.00	(\$930.06)	(\$135.25)	\$2,718.28
Advanced EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$448,186.30	\$356,436.36	\$1,448,290.54	\$421,322.83	\$1,335,306.28	\$561,170.56

DATE {29 Dec 95} {CURRENT BANK BALANCES } }

A1 {BANK ONE CHECKING }	B1 {	115292.10}
A2 {CONSTRUCTION FUND SAVINGS ACCT}	B2 {	9991.26}
A3 {CERTIFICATE OF DEPOSIT #3391 }	B3 {	.00}
A4 {FIRST OF AMERICA BANK }	B4 {	38584.00}
A5 {DEMOTTE STATE BANK }	B5 {	57001.66}
A6 {INDIANA FEDERAL BANK FOR SAVIN}	B6 {	18040.98}
A7 {NBD BANK, N.A. }	B7 {	16858.29}
A8 {FIRST FEDERAL SAVINGS BANK }	B8 {	5402.27}
A9 {CERTIFICATE OF DEPOSIT #3409 }	B9 {	.00}
A10{CD #7900074936 }	B10{	.00}
A11{CD #7700834869 }	B11{	.00}
A12{CD #025211 }	B12{	.00}
A13{CD #7700863462 }	B13{	.00}
A14{CD #7700864247 }	B14{	.00}
A15{CD #9100005606 }	B15{	300000.00}

TOTAL	B16{	561170.56}

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 29 Dec 95

DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
13 FEB 96	9100005606	IN.FEDERAL BA	91 DAY	300000.00	5.67	140.01-02-0	11/14/95	4240.85	BIRF97300;LIRF2700;OP-200000
--TOTALS--				300000.00				4240.85	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 29 Dec 95

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
27 JAN 95	001-046-6213391	INDIANA FEDER	31 DAY	100000.00	5.75	140.01	28 DEC 94	488.36	
28 MAR 95	001-046-6213409	INDIANA FEDER	91 DAYS	200000.00	5.80	140.01-.03	28 DEC 94	2892.05	
28 APR 95	7900074936	FIRST OF AMER	31 DAYS	100000.00	5.70	140.03	29 MAR 95	484.10	
10 JUL 95	7700834869	FIRST OF AMER	60 DAYS	200000.00	5.94	140.01-02-0	11 MAY 95	1952.87	
15 SEP 95	7700863462	FIRST OF AMER	92 DAY	100000.00	5.68	140.01	15 JUN 95	1416.10	
15 DEC 95	025211	FIRST FED.SAV	182 DAY	150000.00	5.84	140.01-03	15 JUN 95	4422.17	
17 NOV 95	7700864247	FIRST OF AMER	120 DAYS	100000.00	5.75	140.01-02-0	20 JUL 95	1890.41	
--TOTALS--				950000.00				13546.06	

Year-End
APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

29 Dec 95

OPERATING FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	% SPENT
1.11	SALARY OF LIBRARIAN	38730.00	.00	38730.00	3227.46	38682.72	47.28	100%
1.12	SALARY OF ASSISTANTS	381564.00	.00	381564.00	30621.36	359851.48	21712.52	94%
1.13	WAGES OF JANITORS	26819.00	.00	26819.00	2127.50	26413.10	405.90	98%
1.21	EMPLOYER'S SHARE-FICA	34141.00	.00	34141.00	2752.15	32508.13	1632.87	95%
1.22	UNEMPLOYMENT COMPENSATION	1240.00	1421.83	2661.83	.00	2661.83	.00	100%
1.23	EMPLOYER'S CONTRIB.- PERF	23218.00	.00	23218.00	.00	21813.45	1404.55	94%
1.24	EMPLOYER'S CONTRIB.- INS.	16319.00	-1160.38	15158.62	520.00	7335.12	7823.50	48%
1.31	OTHER PERSONAL SERVICES	1500.00	.00	1500.00	26.00	729.83	770.17	49%
2.11	OFFICIAL RECORDS	950.00	.00	950.00	21.57	683.64	266.36	72%
2.12	STATIONERY AND PRINTING	600.00	.00	600.00	.00	282.50	317.50	47%
2.13	OTHER OFFICE SUPPLIES	4500.00	.00	4500.00	472.77	4095.94	404.06	91%
2.21	CLEANING & SANITATION SUPPLIES	4000.00	89.95	4089.95	642.63	3796.19	293.76	93%
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	20.00	.00	4.05	15.95	20%
2.23	OTHER OPERATING SUPPLIES	2800.00	.00	2800.00	195.96	2673.85	126.15	95%
2.31	BUILDING MATERIALS & SUPPLIES	650.00	41.89	691.89	183.47	691.89	.00	100%
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	200.00	.00	.00	200.00	0%
2.33	REPAIR PARTS	300.00	-41.89	258.11	.00	171.79	86.32	67%
2.41	LIBRARY SUPPLIES	4000.00	.00	4000.00	162.36	3383.32	616.68	85%
2.42	AUTOMATION SUPPLIES	5000.00	.00	5000.00	.00	3797.89	1202.11	76%
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	0%
3.12	ENGINEERING & ARCH. SERVICES	500.00	.00	500.00	.00	.00	500.00	0%
3.13	LEGAL SERVICES	2500.00	.00	2500.00	180.00	697.50	1802.50	28%
3.14	OTHER PROFESSIONAL SERVICES	500.00	.00	500.00	128.75	471.25	28.75	94%
3.21	TELEPHONE	25000.00	6.60	25006.60	1923.73	22439.65	2566.95	90%
3.22	POSTAGE	7500.00	99.93	7599.93	487.89	5619.97	1979.96	74%
3.23	TRAVELING EXPENSE	4000.00	48.00	4048.00	361.50	3388.55	659.45	84%
3.24	PROFESSIONAL MEETINGS	6000.00	49.33	6049.33	26.34	3924.27	2125.06	65%
3.25	FREIGHT	50.00	.00	50.00	.00	.00	50.00	0%
3.31	ADVERTISING & PUBLIC NOTICES	500.00	192.39	692.39	.00	692.39	.00	100%
3.32	OTHER PRINTING	500.00	-192.39	307.61	.00	65.85	241.76	21%
3.41	OFFICIAL BONDS	250.00	.00	250.00	.00	.00	250.00	0%
3.42	OTHER INSURANCE	18000.00	.00	18000.00	.00	13118.89	4881.11	73%
3.51	GAS	27000.00	-12323.39	14676.61	983.20	13730.04	946.57	94%
3.52	ELECTRICITY	57000.00	.00	57000.00	1755.30	45300.67	11699.33	79%
3.53	WATER	1600.00	.00	1600.00	41.20	714.85	885.15	45%
3.54	WASTE DISPOSAL SERVICES	3200.00	.00	3200.00	168.02	1961.49	1238.51	61%
3.61	BUILDING & STRUCTURES	16000.00	18496.49	34496.49	6106.44	34496.49	.00	100%
3.62	EQUIPMENT	4000.00	.00	4000.00	180.45	2210.05	1789.95	55%
3.71	REAL ESTATE	.00	.00	.00	.00	.00	.00	0%
3.72	EQUIPMENT	250.00	3.40	253.40	9.95	253.40	.00	100%
3.81	PAYMENT OF BONDS	.00	.00	.00	.00	.00	.00	0%
3.82	INTEREST-BONDS	.00	.00	.00	.00	.00	.00	0%
3.91	DUES	1800.00	.00	1800.00	.00	1719.99	80.01	96%
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.00	.00	0%
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.00	.00	0%
3.94	TRANSFER TO LIRF	6000.00	.00	6000.00	6000.00	6000.00	.00	100%
3.95	SERVICE CONTRACTS	10000.00	-1468.61	8531.39	817.44	8508.47	22.92	100%
3.96	PETTY CASH	120.00	.00	120.00	.00	.00	120.00	0%
3.97	INTERVIEWING & MOVING EXP.	250.00	.00	250.00	.00	250.00	.00	100%
3.98	MAINTENANCE CONTRACTS	35000.00	1468.61	36468.61	22438.50	36468.61	.00	100%
4.1	LAND	.00	.00	.00	.00	.00	.00	0%
4.2	BUILDINGS	.00	.00	.00	.00	.00	.00	0%
4.3	IMPROVEMENTS OTHER THAN BUILD.	3000.00	.00	3000.00	.00	.00	3000.00	0%
4.4	FURNITURE & EQUIPMENT	12000.00	5550.00	17550.00	937.61	15454.47	2095.53	88%
4.51	BOOKS	113000.00	13.90	113013.90	14981.66	109226.46	3787.44	97%
4.52	PERIODICALS & NEWSPAPERS	35000.00	41.85	35041.85	3163.60	33005.38	2036.47	94%
4.53	NONPRINTED MATERIALS	17000.00	19.95	17019.95	1972.46	15736.83	1283.12	92%
	-TOTAL-	954071.00	12357.46	966428.46	103617.27	885032.24	81396.22	92%

CHANGES TO APPROPRIATION REPORT
DATE 29 Dec 95

Fund/Account No	Date	Amount	Explanation
100-1.22	29 Dec 95	1421.83	BOARD ACTION-12/21/95 MEETING
100-1.24	18 Apr 95	21.45	REFUND-OVERPAYMENT OF INS. PREMI
100-1.24	12 Oct 95	240.00	REFUND OF PREMIUM FOR M. WOODS
100-1.24	29 Dec 95	-1421.83	BOARD ACTION-12/21/95 MEETING
100-2.21	20 Jun 95	89.95	REBATE ON COMET CLEANER-INTROD.O
100-2.31	29 Dec 95	41.89	BOARD ACTION-12/22/95 MEETING
100-2.33	29 Dec 95	-14.89	BOARD ACTION-12/21/95 MEETING
100-2.33	29 Dec 95	14.89	TYPOGRAPHICAL ERROR
100-2.33	29 Dec 95	-41.89	BOARD ACTION-12/21/95 MEETING
100-3.21	10 Jul 95	6.60	LONG DISTANCE CALLS-REIMBURSEMEN
100-3.22	27 Feb 95	14.42	BOOK LEASE REIMBURSEMENT
100-3.22	06 Apr 95	20.34	BOOK LEASE REIMBURSEMENT
100-3.22	14 Jun 95	19.74	B&T Lease Books Postage Reimburs
100-3.22	12 Oct 95	45.443	B&T LEASE BKS POSTAGE REIMBURSEM
100-3.22	12 Oct 95	-45.443	ERROR ENTRY
100-3.22	12 Oct 95	45.43	B&T LEASE BKS POSTAGE REIMBURSEM
100-3.23	28 Nov 95	48.00	REIMBURSEMENT-LOWELL PUBLIC LIBR
100-3.24	28 Nov 95	49.33	REIMBURSEMENT-LOWELL PUBLIC LIBR
100-3.31	29 Dec 95	192.39	BOARD ACTION-12/21/95 MEETING
100-3.32	29 Dec 95	-192.39	BOARD ACTION-12/21/95 MEETING
100-3.51	29 Dec 95	-12323.39	BOARD ACTION-12/21/95 MEETING
100-3.61	08 May 95	2000.00	A.C.COMPRESSOR INSURANCE CLAIM R
100-3.61	31 May 95	3665.00	INSURANCE CLAIM REIMBURSEMENT-A.
100-3.61	17 Aug 95	511.50	INSURANCE CLAIM ON AIR COND. COM
100-3.61	29 Dec 95	12319.99	BOARD ACTION-12/21/95 MEETING
100-3.72	29 Dec 95	3.40	BOARD ACTION-12/21/95 MEETING
100-3.95	29 Dec 95	-1468.61	BOARD ACTION-12/21/95 MEETING
100-3.98	29 Dec 95	1468.61	BOARD ACTION-12/21/95 MEETING
100-4.4	14 Dec 95	5550.00	grant reimbursement
100-4.51	01 Dec 95	13.90	OVERCHARGE ON BOOK PURCHASE
100-4.52	31 May 95	41.85	SUBSC.SERVICE CANCELLATION-CHGO
100-4.53	29 Sep 95	19.95	VIDEO RETURNED FOR REFUND

APPROPRIATION REPORT
 ----- JASPER COUNTY PUBLIC LIBRARY -----

29 Dec 95

CONSTRUCTION FUND ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
3.12	ENGINEERING & ARCH. SERVICES	7560.00	.00	7560.00	.00	.00	7560.00
3.61	BUILDING & STRUCTURES	.00	743.14	743.14	.00	679.00	64.14
4.3	IMPROVEMENTS OTHER THAN BUILD.	3892.34	.00	3892.34	.00	400.00	3492.34
4.4	FURNITURE & EQUIPMENT	3892.33	862.75	4755.08	.00	5880.30	-1125.22
	-TOTAL-	15344.67	1605.89	16950.56	.00	6959.30	9991.26

CHANGES TO APPROPRIATION REPORT
DATE 29 Dec 95

Fund/Account No	Date	Amount	Explanation
180-3.61	08 Mar 95	743.14	REIMBURSED BY BLDG. CONTRACTORS
180-4.4	31 Jan 95	311.78	INTEREST EARNED 4TH QTR 1994
180-4.4	06 Apr 95	212.86	INTEREST EARNED 1st QUARTER 1995
180-4.4	31 Jul 95	184.67	INTEREST EARNED 2nd QUARTER 1995
180-4.4	31 Oct 95	153.44	INTEREST EARNED 3rd QUARTER 1995

CHECK REGISTER
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 29 Dec 95

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
VOID CHEC	03641	ABE MARTIN LODGE	-69.70	01 DEC 95	VOID CHECK #014311 & VOUCHER
COR.ENTRY	03763	BAKER & TAYLOR	-8436.86	18 DEC 95	CORRECT VOUCHER #03695
TRANSFER	03765	JASPER COUNTY PUBLIC LIBRARY	150000.00	15 DEC 95	CD #025211 MATURED
TRANSFER	03891	JASPER COUNTY PUBLIC LIBRARY	6000.00	22 DEC 95	TRANSFER TO LIRF BY BD. ACTI
005066	03658	BACHMAN, CAROL	509.68	08 DEC 95	PAYROLL
005067	03657	MARLENE BEEDLE	366.40	08 DEC 95	PAYROLL
005068	03670	YVONNE J. BEEVER	765.31	08 DEC 95	PAYROLL
005069	03677	BELSTRA, COURTNEY B.	52.33	08 DEC 95	PAYROLL
005070	03674	AMY A. BROWN	33.65	08 DEC 95	PAYROLL
005071	03649	GLENDA BROWN	517.11	08 DEC 95	PAYROLL
005072	03675	REBECCA S. CARDEN	529.69	08 DEC 95	PAYROLL
005073	03653	RENEE CARR	393.20	08 DEC 95	PAYROLL
005074	03652	LYNN DAUGHERTY	1067.73	08 DEC 95	PAYROLL
005075	03678	KIMBERLY DELGER	65.17	08 DEC 95	PAYROLL
005076	03672	PAULETTE EIERMAN	133.52	08 DEC 95	PAYROLL
005077	03656	JULIE EISELE	332.23	08 DEC 95	PAYROLL
005078	03643	CHARLOTTE FAGEN	612.09	08 DEC 95	PAYROLL
005079	03667	MOLLY A. GATLIN	99.66	08 DEC 95	PAYROLL
005080	03679	HEEKE, MICHELLE M.	825.71	08 DEC 95	PAYROLL
005081	03671	HEATHER A. HOPP	92.59	08 DEC 95	PAYROLL
005082	03655	ROSE E. HOWARD	558.12	08 DEC 95	PAYROLL
005083	03659	GAIL M. JUNG	583.45	08 DEC 95	PAYROLL
005084	03669	ANGELA M. KARCH	96.18	08 DEC 95	PAYROLL
005085	03650	DIANA KOOY	537.17	08 DEC 95	PAYROLL
005086	03646	JOAN KOPANDA	402.71	08 DEC 95	PAYROLL
005087	03647	KROS, DIANE	499.04	08 DEC 95	PAYROLL
005088	03661	SHARON K. LEWIS	81.85	08 DEC 95	PAYROLL
005089	03666	LOEHRER, KAREN L.	412.78	08 DEC 95	PAYROLL
005090	03648	BONNIE POWELL	371.13	08 DEC 95	PAYROLL
005091	03673	ANNETTE M. PRATT	107.70	08 DEC 95	PAYROLL
005092	03676	LISA RUSHER	309.64	08 DEC 95	PAYROLL
005093	03644	SHARON SCHULENBERG	546.00	08 DEC 95	PAYROLL
005094	03651	EILEEN SPURGEON	79.13	08 DEC 95	PAYROLL
005095	03662	LYNN M. STALBAUM	77.39	08 DEC 95	PAYROLL
005096	03664	JACK STANDISH	343.49	08 DEC 95	PAYROLL
005097	03645	JILL TACHTIRIS	472.77	08 DEC 95	PAYROLL
005098	03668	ELAINE WALING	59.88	08 DEC 95	PAYROLL
005099	03660	WEBSTER, RACHAEL D.	149.32	08 DEC 95	PAYROLL
005100	03654	WHITED, AMBER	299.41	08 DEC 95	PAYROLL
005101	03665	MARGARET M. WOODS	474.47	08 DEC 95	PAYROLL
005102	03663	LEANNE YORK	737.15	08 DEC 95	PAYROLL
005103	03781	BACHMAN, CAROL	266.22	22 DEC 95	PAYROLL
005103	03816	BACHMAN, CAROL	266.22	22 DEC 95	PAYROLL
005103	03853	CORRECT-PAYROLL VOUCHERS 12/	-266.22	22 DEC 95	VOID VOUCHER #03781-PAYROLL-
005104	03780	MARLENE BEEDLE	366.40	22 DEC 95	PAYROLL
005104	03815	MARLENE BEEDLE	366.40	22 DEC 95	PAYROLL
005104	03852	CORRECT-PAYROLL VOUCHERS 12/	-366.40	22 DEC 95	VOID VOUCHER #03780-PAYROLL-
005105	03793	YVONNE J. BEEVER	734.02	22 DEC 95	PAYROLL

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

29 Dec 95

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005105	03828	YVONNE J. BEEVER	734.02	22 DEC 95	PAYROLL
005105	03868	CORRECT-PAYROLL VOUCHERS 12/	-734.02	22 DEC 95	VOID VOUCHER #03793-PAYROLL-
005106	03799	BELSTRA, COURTNEY B.	74.76	22 DEC 95	PAYROLL
005106	03834	BELSTRA, COURTNEY B.	74.76	22 DEC 95	PAYROLL
005106	03874	CORRECT-PAYROLL VOUCHERS 12/	-74.76	22 DEC 95	VOID VOUCHER #03799-PAYROLL-
005107	03796	AMY A. BROWN	71.01	22 DEC 95	PAYROLL
005107	03831	AMY A. BROWN	71.01	22 DEC 95	PAYROLL
005107	03871	CORRECT-PAYROLL VOUCHERS 12/	-71.01	22 DEC 95	VOID VOUCHER #03796-PAYROLL-
005108	03772	GLENDA BROWN	517.11	22 DEC 95	PAYROLL
005108	03807	GLENDA BROWN	517.11	22 DEC 95	PAYROLL
005108	03843	CORRECT-PAYROLL VOUCHERS 12/	-517.11	22 DEC 95	VOID VOUCHER #03772-PAYROLL-
005109	03797	REBECCA S. CARDEN	529.69	22 DEC 95	PAYROLL
005109	03832	REBECCA S. CARDEN	529.69	22 DEC 95	PAYROLL
005109	03872	CORRECT-PAYROLL VOUCHERS 12/	-529.69	22 DEC 95	VOID VOUCHER #03797-PAYROLL-
005110	03776	RENEE CARR	393.20	22 DEC 95	PAYROLL
005110	03811	RENEE CARR	393.20	22 DEC 95	PAYROLL
005110	03847	CORRECT-PAYROLL VOUCHERS 12/	-393.20	22 DEC 95	VOID VOUCHER #03776-PAYROLL-
005111	03775	LYNN DAUGHERTY	1067.73	22 DEC 95	PAYROLL
005111	03810	LYNN DAUGHERTY	1067.73	22 DEC 95	PAYROLL
005111	03846	CORRECT-PAYROLL VOUCHERS 12/	-1067.73	22 DEC 95	VOID VOUCHER #03775-PAYROLL-
005111	03884	CORRECT-PAYROLL VOUCHERS 12/	1067.73	22 DEC 95	CORRECT VOUCHER #03846-DAUGH
005111	03886	CORRECT-PAYROLL VOUCHERS 12/	-1067.73	22 DEC 95	VOID VOUCHER #03775-PAYROLL-
005112	03800	KIMBERLY DELGER	65.17	22 DEC 95	PAYROLL
005112	03835	KIMBERLY DELGER	65.17	22 DEC 95	PAYROLL
005112	03875	CORRECT-PAYROLL VOUCHERS 12/	-65.17	22 DEC 95	VOID VOUCHER #03800-PAYROLL-
005113	03779	JULIE EISELE	332.23	22 DEC 95	PAYROLL
005113	03814	JULIE EISELE	332.23	22 DEC 95	PAYROLL
005113	03851	CORRECT-PAYROLL VOUCHERS 12/	-332.23	22 DEC 95	VOID VOUCHER #03779-PAYROLL-
005114	03766	CHARLOTTE FAGEN	612.09	22 DEC 95	PAYROLL
005114	03801	CHARLOTTE FAGEN	612.09	22 DEC 95	PAYROLL
005114	03837	CORRECT-PAYROLL VOUCHERS 12/	-612.09	22 DEC 95	VOID VOUCHER #03766-PAYROLL-
005115	03790	MOLLY A. GATLIN	85.14	22 DEC 95	PAYROLL
005115	03825	MOLLY A. GATLIN	85.14	22 DEC 95	PAYROLL
005115	03865	CORRECT-PAYROLL VOUCHERS 12/	-85.14	22 DEC 95	VOID VOUCHER #03790-PAYROLL-
005116	03836	HEEKE, MICHELLE M.	825.71	22 DEC 95	PAYROLL
005117	03794	HEATHER A. HOPP	69.91	22 DEC 95	PAYROLL
005117	03829	HEATHER A. HOPP	69.91	22 DEC 95	PAYROLL
005117	03869	CORRECT-PAYROLL VOUCHERS 12/	-69.91	22 DEC 95	VOID VOUCHER #03794-PAYROLL-
005118	03778	ROSE E. HOWARD	493.93	22 DEC 95	PAYROLL
005118	03813	ROSE E. HOWARD	493.93	22 DEC 95	PAYROLL
005118	03850	CORRECT-PAYROLL VOUCHERS 12/	-493.93	22 DEC 95	VOID VOUCHER #03778-PAYROLL-
005118	03889	CORRECT-PAYROLL VOUCHERS 12/	493.93	22 DEC 95	CORRECT VOUCHER #03850-HOWARD
005118	03890	CORRECT-PAYROLL VOUCHERS 12/	-493.93	22 DEC 95	VOID VOUCHER #003778-HOWARD
005119	03782	GAIL M. JUNG	583.45	22 DEC 95	PAYROLL
005119	03817	GAIL M. JUNG	583.45	22 DEC 95	PAYROLL
005119	03854	CORRECT-PAYROLL VOUCHERS 12/	-583.45	22 DEC 95	VOID VOUCHER #03782-PAYROLL-
005120	03792	ANGELA M. KARCH	81.27	22 DEC 95	PAYROLL
005120	03827	ANGELA M. KARCH	81.27	22 DEC 95	PAYROLL

CHECK REGISTER
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 29 Dec 95

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005120	03867	CORRECT-PAYROLL VOUCHERS 12/	-81.27	22 DEC 95	VOID VOUCHER #03792-PAYROLL-
005121	03773	DIANA KOBY	537.17	22 DEC 95	PAYROLL
005121	03808	DIANA KOBY	537.17	22 DEC 95	PAYROLL
005121	03844	CORRECT-PAYROLL VOUCHERS 12/	-537.17	22 DEC 95	VOID VOUCHER #03773-PAYROLL-
005122	03769	JOAN KOPANDA	359.70	22 DEC 95	PAYROLL
005122	03804	JOAN KOPANDA	359.70	22 DEC 95	PAYROLL
005122	03840	CORRECT-PAYROLL VOUCHERS 12/	-359.70	22 DEC 95	VOID VOUCHER #03769-PAYROLL-
005123	03770	KROS, DIANE	499.04	22 DEC 95	PAYROLL
005123	03805	KROS, DIANE	499.04	22 DEC 95	PAYROLL
005123	03841	CORRECT-PAYROLL VOUCHERS 12/	-499.04	22 DEC 95	VOID VOUCHER #03770-PAYROLL-
005124	03784	SHARON K. LEWIS	54.56	22 DEC 95	PAYROLL
005124	03819	SHARON K. LEWIS	54.56	22 DEC 95	PAYROLL
005124	03856	CORRECT-PAYROLL VOUCHERS 12/	-54.56	22 DEC 95	VOID VOUCHER #03784-PAYROLL-
005125	03789	LOEHRER, KAREN L.	381.43	22 DEC 95	PAYROLL
005125	03824	LOEHRER, KAREN L.	381.43	22 DEC 95	PAYROLL
005125	03861	CORRECT-PAYROLL VOUCHERS 12/	-381.43	22 DEC 95	VOID VOUCHER #03789-PAYROLL-
005126	03771	BONNIE POWELL	371.13	22 DEC 95	PAYROLL
005126	03806	BONNIE POWELL	371.13	22 DEC 95	PAYROLL
005126	03842	CORRECT-PAYROLL VOUCHERS 12/	-371.13	22 DEC 95	VOID VOUCHER #03771-PAYROLL-
005127	03795	ANNETTE M. PRATT	127.15	22 DEC 95	PAYROLL
005127	03830	ANNETTE M. PRATT	127.15	22 DEC 95	PAYROLL
005127	03870	CORRECT-PAYROLL VOUCHERS 12/	-127.15	22 DEC 95	VOID VOUCHER #03795-PAYROLL-
005128	03798	LISA RUSHER	309.64	22 DEC 95	PAYROLL
005128	03833	LISA RUSHER	309.64	22 DEC 95	PAYROLL
005128	03873	CORRECT-PAYROLL VOUCHERS 12/	-309.64	22 DEC 95	VOID VOUCHER #03798-PAYROLL-
005129	03767	SHARON SCHULENBERG	486.13	22 DEC 95	PAYROLL
005129	03802	SHARON SCHULENBERG	486.13	22 DEC 95	PAYROLL
005129	03838	CORRECT-PAYROLL VOUCHERS 12/	-486.13	22 DEC 95	VOID VOUCHER #03767-PAYROLL-
005130	03774	EILEEN SPURGEON	56.52	22 DEC 95	PAYROLL
005130	03809	EILEEN SPURGEON	56.52	22 DEC 95	PAYROLL
005130	03845	CORRECT-PAYROLL VOUCHERS 12/	-56.52	22 DEC 95	VOID VOUCHER #03774-PAYROLL-
005131	03785	LYNN M. STALBAUM	50.31	22 DEC 95	PAYROLL
005131	03820	LYNN M. STALBAUM	50.31	22 DEC 95	PAYROLL
005131	03857	CORRECT-PAYROLL VOUCHERS 12/	-50.31	22 DEC 95	VOID VOUCHER #03785-PAYROLL-
005132	03787	JACK STANDISH	325.04	22 DEC 95	PAYROLL
005132	03822	JACK STANDISH	325.04	22 DEC 95	PAYROLL
005132	03859	CORRECT-PAYROLL VOUCHERS 12/	-325.04	22 DEC 95	VOID VOUCHER #03787-PAYROLL-
005132	03887	CORRECT-PAYROLL VOUCHERS 12/	325.04	22 DEC 95	CORRECT VOUCHER #03859-STAND
005132	03888	CORRECT-PAYROLL VOUCHERS 12/	-325.04	22 DEC 95	VOID VOUCHER #03787-PAYROLL-
005133	03768	JILL TACHTIRIS	563.30	22 DEC 95	PAYROLL
005133	03803	JILL TACHTIRIS	563.30	22 DEC 95	PAYROLL
005133	03839	CORRECT-PAYROLL VOUCHERS 12/	-563.30	22 DEC 95	VOID VOUCHER #03768-PAYROLL-
005134	03791	ELAINE WALING	48.27	22 DEC 95	PAYROLL
005134	03826	ELAINE WALING	48.27	22 DEC 95	PAYROLL
005134	03866	CORRECT-PAYROLL VOUCHERS 12/	-48.27	22 DEC 95	VOID VOUCHER #03791-PAYROLL-
005135	03783	WEBSTER, RACHAEL D.	139.50	22 DEC 95	PAYROLL
005135	03818	WEBSTER, RACHAEL D.	139.50	22 DEC 95	PAYROLL
005135	03855	CORRECT-PAYROLL VOUCHERS 12/	-139.50	22 DEC 95	VOID VOUCHER #03783-PAYROLL-

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

29 Dec 95

PAGE 4

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005136	03777	WHITED, AMBER	369.24	22 DEC 95	PAYROLL
005136	03812	WHITED, AMBER	369.24	22 DEC 95	PAYROLL
005136	03848	CORRECT-PAYROLL VOUCHERS 12/	-369.24	22 DEC 95	VOID VOUCHER #03777-PAYROLL-
005137	03788	MARGARET M. WOODS	472.20	22 DEC 95	PAYROLL
005137	03823	MARGARET M. WOODS	472.20	22 DEC 95	PAYROLL
005137	03860	CORRECT-PAYROLL VOUCHERS 12/	-472.20	22 DEC 95	VOID VOUCHER #03788-PAYROLL-
005138	03786	LEANNE YORK	737.15	22 DEC 95	PAYROLL
005138	03821	LEANNE YORK	737.15	22 DEC 95	PAYROLL
005138	03858	CORRECT-PAYROLL VOUCHERS 12/	-737.15	22 DEC 95	VOID VOUCHER #03786-PAYROLL-
014391	03680	BANK ONE	4553.71	08 DEC 95	FICA & FED TAXES WITHHELD LE
014392	03682	INDIANA DEFERRED COMPENSATIO	85.00	08 DEC 95	WITHHELD FROM 08 DEC 95 PAYR
014393	03683	LODS WORLDCOM	894.95	08 DEC 95	DATA LINES & LONG DISTANCE C
014394	03684	NORTHWESTERN INDIANA TELEPHO	140.56	08 DEC 95	DEMOTTE TELEPHONE-DEC. 1995
014395	03685	TOWN OF DEMOTTE, c/o DEMOTTE	40.72	08 DEC 95	DEMOTTE-SEWER-OCTOBER 1995
014396	03686	A.E. BOYCE CO., INC.	21.57	18 DEC 95	TAX FORMS
014397	03687	ABE MARTIN LODGE	60.30	18 DEC 95	INTELLECTUAL FREEDOM WKSH L
014398	03688	ACE HARDWARE	111.13	18 DEC 95	LYSOL, WORKS CLEANER-DEM.LIB
014399	03689	ACORDIA PERSONAL BENEFITS, I	1063.83	18 DEC 95	QTLY INS. PREMIUMS-HEEKE, LO
014400	03690	AFFORDABLE COMMUNICATIONS	115.00	18 DEC 95	TELEPHONE HANDSET & SERV. CA
014401	03691	ALL-PHASE ELECTRIC SUPPLY CO	103.74	18 DEC 95	BALLAST-OUTDOOR FLOOD
014402	03692	AUDIO EDITIONS	321.95	18 DEC 95	BOOKS ON CASSETTE
014403	03693	AVC CORPORATION	188.00	18 DEC 95	DEC & JAN SERV.AGREEM.-FIN.C
014404	03694	BANK ONE, INDIANAPOLIS, NA	318232.50	18 DEC 95	DEC.BOND PAYMENT-PRINCIPAL &
014405	03695	BAKER & TAYLOR	8436.86	18 DEC 95	BOOKS, GIFT BOOKS, A.V.
014405	03764	BAKER & TAYLOR	8436.86	18 DEC 95	BOOKS, GIFT BOOKS, A.V.
014406	03696	BAKER & TAYLOR BOOKS	1180.60	18 DEC 95	CONTINUATIONS-BOOKS
014407	03697	BAKER & TAYLOR ENTERTAINMENT	173.67	18 DEC 95	VIDEOS
014408	03698	BEN FRANKLIN	104.08	18 DEC 95	VIDEOS, CRAFT ITEMS-DEM.CH.P
014409	03699	BETTY A. HUFF (PAS-TIME BOO	3635.96	18 DEC 95	BOOKS, VIDEOS
014410	03700	CAVINDER ELEVATORS, INC.	1525.00	18 DEC 95	ELEVATOR REPAIRS
014411	03701	CD ONE STOP	211.78	18 DEC 95	CD's
014412	03702	CHARLOTTE FAGEN	13.00	18 DEC 95	MILEAGE
014413	03703	CUSTOM LAWN CARE	90.00	18 DEC 95	YARD MTNCE & SNOW REMOVAL-RE
014414	03704	DEMCO	783.84	18 DEC 95	BROWSER PAKS,PARKING SIGN,BK
014415	03705	DIANA KOOY	57.84	18 DEC 95	INTERNET SERV.,LEASE BOOK PO
014416	03707	DISCOUNT WIRING MATERIALS, I	107.10	18 DEC 95	FLUORESCENT BULBS
014417	03708	DUMAS & MORIARTY	180.00	18 DEC 95	LEGAL CONSULTATIONS-OCTOBER
014418	03709	EBSCO SUBSCRIPTION SERVICES	54.00	18 DEC 95	SUBSC.TO SATLINK EDUCATIONAL
014419	03710	ENTRE COMPUTER CENTER	496.00	18 DEC 95	CD-ROM QUAD SPEED DRIVE-RENS
014420	03711	FACTS ON FILE, INC.	23.21	18 DEC 95	BOOKS
014421	03712	FASE'S	52.50	18 DEC 95	REDOUT FOR SOFTNER-DEM.
014422	03713	FISHER ASSOCIATED SIGN & POS	27.23	18 DEC 95	OUTDOOR POST FOR HANDICAP SI
014423	03714	GAIL JUNG	49.59	18 DEC 95	RENS. PETTY CASH: POSTAGE,FI
014424	03715	GAIL JUNG	177.39	18 DEC 95	BOOK LEASE POSTAGE, MILEAGE,
014425	03716	GAYLORD BROS.	20244.00	18 DEC 95	HARDWARE MTNCE CONTRACT & MA
014426	03717	GOODWIN FIRE EQUIPMENT	65.45	18 DEC 95	FIRE EXTINGUISHER SEMI-ANNUA
014427	03718	HANSEN'S SNOW REMOVAL	100.00	18 DEC 95	SNOW REMOVAL-DEMOTTE
014428	03719	HERITAGE OFFICE PRODUCTS, IN	36.05	18 DEC 95	TYPEWRITER & COMP.RIBBONS, L

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

29 Dec 95

PAGE 5

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014429	03720	HP PRODUCTS CORP.	616.58	18 DEC 95	ICE MELT, T.P.,LATEX GLOVES,
014430	03721	INDIANA JIM'S LOCKERY	25.00	18 DEC 95	ADJUST DOOR LOCK-DEM. LIB.
014431	03722	INDIANAPOLIS NEWSPAPERS, INC	90.60	18 DEC 95	RENS.SUBSCRIPTION THRU 12/16
014432	03723	INFORMATION ACCESS COMPANY	3000.00	18 DEC 95	BASIC HEALTH REF. SUBSCRIPTI
014433	03724	INFORMATION/REFERENCE GROUP	607.56	18 DEC 95	BOOKS
014434	03725	INFORMATION PLUS	368.21	18 DEC 95	BOOKS
014435	03726	JACK STANDISH	207.01	18 DEC 95	46" TV CABINET
014436	03727	JOURNAL AND COURIER	60.00	18 DEC 95	NEWSPAPER SUBS.12/2/95-5/18/
014437	03728	JOURNEYWORKS PUBLISHING	77.00	18 DEC 95	BROCHURES FOR CHILDREN'S DEP
014438	03729	JUDITH A BARTLETT	26.00	18 DEC 95	CLEANING SERVICES-DEMOTTE LI
014439	03730	LEANNE YORK	82.50	18 DEC 95	MILEAGE, INTERNET ACCESS
014440	03731	LYNN DAUGHERTY	101.27	18 DEC 95	INCOLSA & BOOKKEEPING WRKSH
014441	03732	NETNITCO	57.25	18 DEC 95	DEC.INTERNET ACCESS-RENS,DEM
014442	03733	NIPSCO	730.32	18 DEC 95	WHEATFIELD-NOV. UTILITIES
014443	03734	PERMA-BOUND	527.86	18 DEC 95	BOOKS
014444	03735	PHILIP N. HOWARD	75.00	18 DEC 95	LAWN CARE-WHEATFIELD
014445	03736	POSTMASTER GENERAL	410.00	18 DEC 95	STAMPS: 50 CENT-100;\$1-40;32
014446	03737	RANDY KOOT	93.75	18 DEC 95	INSTALLED COMPUTER SOFTWARE-
014447	03738	REBECCA CARDEN	89.50	18 DEC 95	MILEAGE
014448	03739	RECORDED BOOKS INC.	208.30	18 DEC 95	BOOKS ON CASSETTE
014449	03740	REED REFERENCE PUBLISHING	482.84	18 DEC 95	BIP 1995-1996
014450	03741	REGENT BOOK CO., INC.	60.56	18 DEC 95	BOOKS
014451	03742	REVCO D.S., INC.	13.00	18 DEC 95	SUNDAY PAPERS-DEM.
014452	03743	ROBERT SOUZA	19.12	18 DEC 95	STATIONERY & ENVELOPES
014453	03744	RON MC ATEE	35.00	18 DEC 95	INSTALLED CD-ROM-RENS.
014454	03745	ROHAN SERVICE AGENCY OF SO.B	3930.83	18 DEC 95	BOILER REPAIRS-DEM.; AIR CON
014455	03746	SCHULTZ TV & ELECTRONICS	9.99	18 DEC 95	MODEM CORD-WH.
014456	03747	SECURITY COURIERS CORP.	817.44	18 DEC 95	COURIER SERVICE-11/10 TO 12/
014457	03749	SIMPLEX TIME RECORDER CO.	2006.50	18 DEC 95	ANNUAL MTNCE. CONTRACT-3 LIB
014458	03750	T.C.& M., INC.	297.61	18 DEC 95	BREAKER TRIPPING,TRANSFORMER
014459	03751	TEETERS CULLIGAN	9.95	18 DEC 95	DEC. COOLER RENTAL-WH.
014460	03752	TIME WARNER VIEWER'S EDGE	35.90	18 DEC 95	VIDEO
014461	03753	TIME-LIFE EDUCATION	139.11	18 DEC 95	BOOKS
014462	03754	TYSEN'S COUNTRY GROCERY, INC	7.58	18 DEC 95	SUPPLIES-CHILDREN'S PROGRAMS
014463	03755	UNITED SUPPLY CO. INC.	38.75	18 DEC 95	MARKERS
014464	03756	UNITED TELEPHONE COMPANY	629.44	18 DEC 95	TELEPHONE-RENS. DEC 1995
014465	03758	VIKING OFFICE PRODUCTS	310.69	18 DEC 95	COMP. & TYPEW. RIBBONS, COPY
014466	03759	WAL-MART STORES, INC.	31.16	18 DEC 95	SUPPLIES-RENS. CHILDREN PROG
014467	03760	WALGREEN'S	14.45	18 DEC 95	FIRST AID & SPILL KITS REPLE
014468	03761	WALSTRA FINE CUT	63.00	18 DEC 95	LAWN CARE-DEMOTTE
014469	03762	AMBER WHITED	5.50	18 DEC 95	MILEAGE
014470	03876	BANK ONE	4241.41	22 DEC 95	FICA & FED TAXES WITHHELD LE
014471	03877	INDIANA DEFERRED COMPENSATIO	85.00	22 DEC 95	WITHHELD FROM 22 DEC 95 PAYR
014472	03878	INDIANA DEPARTMENT OF REVENU	1482.57	22 DEC 95	STATE & COUNTY TAX WITHHELD
014473	03879	ACORDIA PERSONAL BENEFITS, I	427.73	22 DEC 95	QTLY.PREMIUM-BEEVER
014474	03880	CITY OF RENSSELAER	2123.04	22 DEC 95	RENSSELAER-UTILITIES-NOV. 19
014475	03881	NIPSCO	12.59	22 DEC 95	WHEATFIELD-SECURITY LIGHT-NO
014476	03882	TOWN OF WHEATFIELD SEWER WOR	41.05	22 DEC 95	WHEATFIELD-SEWAGE-JANUARY 19

CHECK REGISTER

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

29 Dec 95

PAGE 6

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014477	03883	UNITED TELEPHONE COMPANY	157.53	22 DEC 95	WHEATFIELD-PHONE-DEC. 1995
--TOTAL AMOUNT OF CLAIMS--			571322.83		

Ck. #014478 \$31,139.77 from Bank One Checking Acct to First of America to satisfy State Dep.Laws.
Ck. #014479 \$52,089.19 from Bank One Checking Acct to DeMotte State Bk to satisfy State Dep.Laws.
Ck. #014480 \$17,432.61 from Bank One Checking Acct to Ind. Federal Bank to satisfy State Dep.Laws.
Ck. #014481 \$16,360.91 from Bank One Checking Acct to NBD Bank, N.A. to satisfy State Dep. Laws.
Ck. #014482 \$ 4,365.81 from Bank One Checking Acct to First Federal Sav. to satisfy State Dep.Laws

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 6 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 571322.83. Dated 15 JAN 96.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

December 29, 1995

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS</u> <u>THIS MONTH</u>	<u>TOTAL RECEIPTS</u> <u>YEAR-TO-DATE</u>
FINES & FEES.....			\$1,686.65	\$22,845.78
DeMotte	\$592.40	\$8,394.59		
Rensselaer	\$754.28	\$9,498.29		
Wheatfield	\$339.97	\$4,952.90		
PHOTOCOPIES.....			\$460.38	\$6,779.03
DeMotte	\$184.25	\$2,523.00		
Rensselaer	\$195.83	\$3,153.59		
Wheatfield	\$80.30	\$1,102.44		
CARDS.....			\$70.00	\$808.50
DeMotte	\$21.00	\$293.00		
Rensselaer	\$47.00	\$468.00		
Wheatfield	\$2.00	\$47.50		
INTEREST.....			\$4,892.50	\$18,569.24
TAXES.....			\$196,987.49	\$930,415.99
Property Tax	\$156,485.13	\$551,535.42		
Financial Institution Tax	\$804.86	\$1,609.72		
License Excise Tax	\$39,697.50	\$67,384.06		
Local Option/Certified Shares	\$0.00	\$281,217.00		
Local Option/Property Tax Repl.	\$0.00	\$27,005.00		
State Distribution	\$0.00	\$1,664.79		
REFUNDS.....			\$5,563.90	\$13,679.68
B&T - Book Lease Postage	\$0.00	\$152.78		
Mini-Grant-DVS Tapes-In St.Lib.	\$0.00	\$114.40		
Bldg.Contractor-Reimbursement	\$0.00	\$446.73		
Health Insurance-Reimbursement	\$0.00	\$261.45		
Bldg.Insurance Claims/Refunds	\$0.00	\$6,862.50		
A&R News Agency-Chgo.Trib.Ref.	\$0.00	\$41.85		
Proctor & Gamble-Rebate(Comet)	\$0.00	\$89.95		
K.Garwood-telephone calls	\$0.00	\$6.60		
City Productions-Video Refund	\$0.00	\$19.95		
Children's Museum-Return Postage	\$0.00	\$22.24		
Natn'l Geographic-Bk.Overcharge	\$13.90	\$13.90		
Satellite Grant Reimbursement	\$5,550	\$5,550.00		
Lowell Lib.-mtg & travel-reimburs	\$0.00	\$97.33		
TOTAL OPERATING FUND RECEIPTS.....			\$209,660.92	\$993,098.22
PLAC FUND.....			\$17.00	\$238.00
GIFT FUNDS.....			\$115.00	\$1,462.66
DeMotte	\$65.00	\$626.00		
Rensselaer	\$50.00	\$752.16		
Wheatfield	\$0.00	\$84.50		
BOND & INTEREST REDEMPTION FUND.....			\$140,643.44	\$443,040.08
Property Tax	\$111,725.90	\$393,780.48		
Financial Institution Tax	\$574.64	\$1,149.28		
License Excise Tax	\$28,342.90	\$48,110.32		
HOST/HOSPITALITY FUND.....			\$0.00	\$1,115.70
LIBRARY IMPROVEMENT FUND.....			\$6,000.00	\$6,000.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$1,500.00
CONSTRUCTION FUND.....			\$0.00	\$1,605.89
Interest Earned	\$0.00	\$862.75		
Bldg.Contractor-Reimbursement	\$0.00	\$743.14		
WITHHOLDING ACCOUNT FUNDS.....			\$0.00	\$229.99
TOTAL RECEIPTS - ALL FUNDS.....			\$356,436.36	\$1,448,290.54

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 09 Jan 96

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014483	00001	BANK ONE	4110.85	10 JAN 96	FICA & FED TAX WITHHELD LESS
014484	00002	INDIANA DEFERRED COMPENSATIO	85.00	10 JAN 96	WITHHELD FROM PAYROLL - 10 J SCHULENBERG, DAUGHERTY, KOPA
014485	00003	LDDS WORLDCOM	804.88	10 JAN 96	TELEPHONE & DATA LINES-JAN.
014486	00004	NETNITCO	67.50	10 JAN 96	INTERNET TELEPHONE SERVICE-J
014487	00005	NIPSCO	714.58	10 JAN 96	UTILITIES: 11/16/95-12/15/95
014488	00006	NORTHWESTERN INDIANA TELEPHO	153.77	10 JAN 96	TELEPHONE-JANUARY 1996
014489	00007	TOWN OF DEMOTTE, c/o DEMOTTE	40.72	10 JAN 96	NOVEMBER 1995 SEWER SERVICE-
014490	00008	UNITED TELEPHONE COMPANY	628.56	10 JAN 96	TELEPHONE-JANUARY-RENSSELAER
014491	00009	BAKER & TAYLOR	4515.21	15 JAN 96	BOOKS
014492	00010	BAKER & TAYLOR BOOKS	491.97	15 JAN 96	CONTINUATIONS-BOOKS
014493	00011	BANK ONE	32.00	15 JAN 96	VAULT RENTAL-1996
014494	00012	BETTY A. HUFF (PAS-TIME BOO	182.47	15 JAN 96	BOOKS
014495	00013	BROWN'S GARDEN SHOPPE	138.45	15 JAN 96	REPLACE TREE, PRUNE SHRUBS
014496	00014	CAMPBELL PRINTING COMPANY	252.85	15 JAN 96	RUBBER STAMP, STATIONERY & E
014497	00015	CONGRESSIONAL QUARTERLY INC.	565.00	15 JAN 96	ANNUAL SUBSCRIP.3/10/96-3/10
014498	00016	CUSTOM LAWN CARE	200.00	15 JAN 96	SNOW REMOVAL-RENS
014499	00017	DIANA KOOY	5.75	15 JAN 96	MILEAGE
014500	00018	GATEWAY 2000	2784.00	15 JAN 96	COMPUTER-DEMOTTE
014501	00019	GAYLORD BROS.	843.85	15 JAN 96	OVERDUE NOTICES
014502	00020	HERITAGE OFFICE PRODUCTS, IN	11.85	15 JAN 96	LABELS, NAME PLATE
014503	00021	HP PRODUCTS CORP.	170.16	15 JAN 96	ICE MELTER-RENS. & DEM.
014504	00022	INCOLSA	140.00	15 JAN 96	MANAGING PERSONNEL WORKSHOP- HEEKE & KOOY
014505	00023	INDIANA DEPT.OF WORKFORCE DE	335.09	15 JAN 96	4TH QTR. PAYMENT 1995
014506	00024	INDIANA HISTORICAL SOCIETY	40.00	15 JAN 96	ANNUAL MEMBERSHIP DUES-1996
014507	00025	INDIANA STATE LIBRARY	51.00	15 JAN 96	4TH QTR. 1995 PLAC CARDS SOL
014508	00026	INDIANAPOLIS NEWSPAPERS, INC	124.80	15 JAN 96	DEMOTTE SUBSC.1/14/96-1/14/9
014509	00027	INFORMATION/REFERENCE GROUP	218.37	15 JAN 96	STANDING ORDERS-BOOKS
014510	00028	ISCI	1019.44	15 JAN 96	TECHNOLOGY PLAN CONSULTING S
014511	00029	LAKE COUNTY PUBLIC LIBRARY	7.50	15 JAN 96	ILL BOOK
014512	00030	LYNN DAUGHERTY	210.16	15 JAN 96	CALENDAR, MILEAGE, GIFT BOOK STRENGTHEN YOUR LIB.PROG WKS
014513	00031	MARGE HOHNER	13.00	15 JAN 96	MILEAGE
014514	00032	MICROMARKETING ASSOCIATES	42.85	15 JAN 96	BOOKS
014515	00033	MOOLENAAR & HUGHESE PROF.LAW	741.00	15 JAN 96	FERTILIZER & GRUB APPLICATIO
014516	00034	NATIONAL GEOGRAPHIC SOCIETY	13.90	15 JAN 96	BOOK
014517	00035	PA USERS CLUB/IA USERS CLUB	25.90	15 JAN 96	PRINT ARTIST UPGRADE-WHEATFI
014518	00036	PHILIP N. HOWARD	120.00	15 JAN 96	SNOW REMOVAL-WHEATFIELD
014519	00037	POSTMASTER GENERAL	409.00	15 JAN 96	STAMPS: 200-3CENT;100-\$1;200 100-23CENT; 200-10CENT; 500-
014520	00038	PROFESSIONAL TRAINING ASSOC.	48.00	15 JAN 96	PUBLICATION-3/96 TO 2/97 SUB
014521	00039	PUBLIC EMPLOYEES' RETIREMENT	8154.76	15 JAN 96	4TH QUARTER PAYMENT 1995
014522	00040	PUBLISHERS WEEKLY	99.00	15 JAN 96	SUBSCRIPTION THROUGH 2/97-RE
014523	00041	RAND MCNALLY & COMPANY	298.99	15 JAN 96	ATLAS
014524	00042	REGENT BOOK CO., INC.	56.60	15 JAN 96	BOOKS
014525	00043	RENSSELAER POLICE DEPARTMENT	120.00	15 JAN 96	POLICE ALARM SERVICE - 1996
014526	00044	RENSSELAER REPUBLICAN	246.46	15 JAN 96	NEWSPAPER SUBSCRIP.-1/11/97 NEWSPAPER SUBSCRIP.-1/10/97 CLASSIFIED AD-CIRC.CLERK-REN

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

09 Jan 96

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014527	00045	ROHAN SERVICE AGENCY OF SO.B	609.00	15 JAN 96	BOILER PILOT LIGHT REPAIRS-D
014528	00046	ROSE HOWARD	13.00	15 JAN 96	MILEAGE
014529	00047	SECRETARY OF STATE	10.00	15 JAN 96	NOTARY BOND APPLICAT.-DIANE
014530	00048	SECURITY COURIERS CORP.	476.84	15 JAN 96	TRANSPORT SERVICE-12/15-12/2
014531	00049	SOCIAL ISSUES RESOURCES SERI	228.00	15 JAN 96	PUBLICATIONS
014532	00050	STANDARD & POOR'S CORP.	650.00	15 JAN 96	S&P REGISTER-RENS. 2/96-2/97
014533	00051	TEETERS CULLIGAN	34.70	15 JAN 96	COOLER RENTAL-WHEATF. WATER
014534	00052	THE TIMES	174.20	15 JAN 96	ANNUAL NEWSPAPER SUBSC.-DEMO
014535	00053	TYSEN'S COUNTRY GROCERY, INC	67.28	15 JAN 96	FURN. POLISH,BLOO, DEODORIZE
014536	00054	VERNE SANFORD, TREASURER SPE	35.95	15 JAN 96	VIDEOS
014537	00055	WALL STREET JOURNAL	284.00	15 JAN 96	2 YR.NEWSPAPER SUBSC. 2/96-2
014538	00056	WAL-MART STORES, INC.	19.68	15 JAN 96	CRAFTS & PROGRAM SUPPLIES-RE

--TOTAL AMOUNT OF CLAIMS-- 31937.89

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 31937.89. Dated 15 JAN 96.

_____	_____
_____	_____
_____	_____
_____	_____

JCPL Circulation Statistics: 1995

Interesting Facts

Total Circulation: 251,503

Six Most Circulated Categories of Materials

57% of total circulation

Adult Fiction (37,420)

Picture Books (JE) (37,049)

Videos (23,552)

Adult Magazines (19,304)

600's (Applied Sciences) (14,065)

Free Reads (12,379)

Book Circulation Only

Adult Nonfiction: 45,685

Adult Fiction: 60,746

Children's Nonfiction: 22,191

Children's Fiction: 61,397

JCPL Statistics: 1995

Interesting Facts

Borrowers

We had an 18% increase in borrowers during the year -- from 12,341 to 14,575

934 more at DeMotte
902 more at Rensselaer
398 more at Wheatfield

58.3% of our population (25,000) have borrower's cards.

These borrowers checked out an average of 17.3 books per person in 1995.

Programs

We offered one more program than we did in 1994.

We had a total attendance at our 1995 programs of 11,614 --
710 more than in 1994

Reference Questions

We had a 5% decrease in the number of reference questions.

Interlibrary Loans

We had 25% fewer interlibrary loans than in 1994.

Computer Use

We had a 33% increase in the number of times the computer
was used by patrons.

JCPL Statistics: 1995

Interesting Facts

Borrowers

We had an 18% increase in borrowers during the year -- from 12,341 to 14,575

934 more at DeMotte
902 more at Rensselaer
398 more at Wheatfield

58.3% of our population (25,000) have borrower's cards.

These borrowers checked out an average of 17.3 books per person in 1995.

Programs

We offered one more program than we did in 1994.

We had a total attendance at our 1995 programs of 11,614 --
710 more than in 1994

Reference Questions

We had a 5% decrease in the number of reference questions.

Interlibrary Loans

We had 25% fewer interlibrary loans than in 1994.

Computer Use

We had a 33% increase in the number of times the computer
was used by patrons.

FEB

AGENDA

Jasper County Public Library Board of Trustees
Monday, February 12, 7:00 PM
Rensselaer

Purpose

Opening of meeting

- A. Moment of silence
- B. Approval of agenda format

Action

Approval of Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. Approval for workshop attendance (R 13)
- D. Fixed Assets Threshold (R 3-4, 14)
- E. Policies Review (R 5-10)

General Business

- A. Technology Plan & Grant Proposal(R 13, R 17)
- B. Acceptable Use Policy (R 11-12)

Action

Action

Director's Report (R 13- R 15)

Information

Items for future Agendas

Public Forum

Adjournment

MINUTES.....January 16, 1996
 Jasper County Public Library Board Of Directors Meeting 7:00 PM

Present: Robert Souza, Anne-Marie Egan, Mary Linda Casey, Mary Duggleby, Wil Doty, Marge Hohner, and Lynn Daugherty. Absent: Barbara Leestma

Board President, R. Souza, welcomed Mary Duggleby of Wheatfield as our newest Trustee. She is replacing M. Lawyer who had served fourteen years.

MEETING OF THE JCPL BOARD OF FINANCE:

The Board of Finance met at 7:00 PM at the Rensselaer Library to elect officers and report on the investment activity for 1995. M. L. Casey nominated Robert Souza as President and Barbara Leestma as Secretary. M. Hohner seconded the nomination. All in favor.

L. Daugherty gave the Investment Report noting that we presently have one \$300,000 CD at Indiana Federal Bank for Savings at 5.67% interest, and that seven CDs matured in 1995 netting \$13,546 in interest earnings.

L. Daugherty will inquire if the county would be interested in pooling our monies to establish joint designation of depositories over the next two years. Each entity would then deposit funds in fewer financial institutions.

The meeting was adjourned on a motion by M.L. Casey, seconded by A-M Egan.

JCPL BOARD OF DIRECTORS MONTHLY MEETING:

The Meeting began at 7:15 PM with a moment of silence.

1. AGENDA: Under Approval for Workshop Attendance in the Consent Agenda, a request was added for R. Carr & A. Whited to attend a Career Track Workshop for \$145 each on *How To Design Eye-Catching Brochures, Newsletters, Ads and Reports*. The Annual Accounting Practices topic was moved to General Business. The Agenda format was then approved on a motion by W. Doty, seconded by A-M Egan.

2. CONSENT AGENDA: The amended Consent Agenda including the December Minutes, Bills/Financial Reports, Annual Salary Ordinance and the two Workshop Attendance Requests, was approved on a motion by W. Doty, seconded by A-M Egan.

3. ANNUAL ACCOUNTING PRACTICES: W. Doty made a motion that we adopt the accounting practices as presented in R9 with the exception that the LIRF Fund be separately invested and the interest credited to the LIRF Fund; and interest from the Operating Fund and BIRF be credited to the Operating Fund. M. Duggleby seconded the motion. All were in favor.

L. Daugherty will again express to the KV School Corporation our interest in purchasing real estate which is adjacent to the Wheatfield Library.

4. **TECHNOLOGY PLAN:** A decision was made to adopt the Technology Plan as submitted, as a working document to guide the library's actions within the next 5 years, as funds are available, and to authorize the Director to write a \$50,000 Technology Grant application incorporating the provisions of Goal 1, Strategy 1 and 2. The Grant Application is to be submitted to the Board at their February 12 Board Meeting for final approval. This decision was approved unanimously on a motion by W. Doty, seconded by M. L. Casey. A-M Egan congratulated L. Daugherty for the excellent job and resources she used in putting together the Technology Plan.

5. **1996 BOARD COMMITTEES:** *Budget Committee:* W. Doty, R. Souza, M.L. Casey; *By-Laws and Policies:* M. Duggleby, M.L. Casey, A-M Egan, W. Doty; *Evaluation:* A-M Egan, B. Leestma, M. Hohner; *Nominating:* M. Duggleby, M. Hohner, B. Leestma.

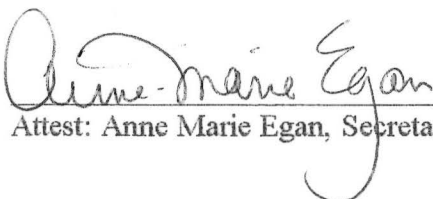
6. **DIRECTOR'S REPORT:** The Board granted a request for a Bible Study Group use of the DeMotte Meeting Room one morning a week from 10 AM to Noon for a 12-week period.

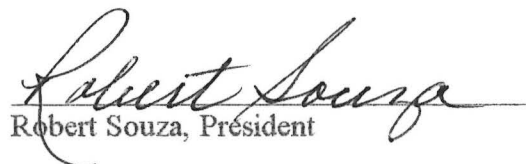
The Board asked to review Consolidated Insurance's Renewal Rates for our building insurance policy before payment is made on the second year of our contract.

A Fixed Asset Inventory will be required by the State Board Of Accounts by end of 1996.

Since employee Jack Standish has not accepted pay raises for two years, special board permission was given for L. Daugherty to offer him either a 2 weeks paid vacation or payment of a portion of his Medicare Insurance Supplement Policy.

The meeting was adjourned on a motion by W. Doty, seconded by A-M Egan at 8:23 PM.


Attest: Anne Marie Egan, Secretary Pro-tem


Robert Souza, President

FIXED ASSETS INSTRUCTIONS

Public libraries in Indiana are now required to keep a Fixed Asset Ledger. Libraries will have 1996 to complete an inventory of all assets, list them in purchase date order and either give the purchase price or an estimate of the purchase price. Also, any items purchased by the library during 1996 have to be listed in the ledger with purchase date and purchase price. Please note that only purchase price is to be listed, not market value or appraised price. The following are some helpful hints to begin this process.

First have the library board set a threshold . All items costing more than the threshold amount are to be listed in a fixed asset ledger. Setting the threshold has to be done as a library board resolution, voted on, and signed by all library board members at a library board meeting. State Board of Accounts recommends \$500 as the threshold.

Develop a system of identification for all equipment, furniture, etc. ID tags with a numbering system is an excellent identification system.

To begin the process the library can:

1. hire an appraisal firm to do the inventory and determine the purchase price or estimated purchase price
2. do it yourself with the help of the entire staff, old audit reports, old library records, local historical society, etc.
 - a. take an inventory
 - b. use insurance forms and replacement values, with the use of the enclosed formulas from the cost index table, determine the estimated purchase price for the year of purchase
 - c. put the inventory in purchase date order before listing in a ledger
 - d. group like items together (10 wooden chairs, 50,000 books, 1,000 cassettes)
 - e. make sure to use a large "E" in front of all estimated purchase prices (this can only be done on already existing assets, not items purchased in 1996)

Use the Cities and Towns Form No. 211 for the ledger until a form is developed specific to libraries. State Board of Accounts will accept Form 211 in it's audit. This will be an audit check for 1996 and future years.

Once the ledger is established, anytime an item is removed from the library's inventory, it must also be removed from the asset ledger (ex: a copier is traded in for a new copier. An entry must be made with the date the copier is removed from the building as well as an entry for the new copier, it's purchase date, and it's purchase price)

**Resolution to Set Threshold
for Fixed Asset Inventory**

Whereas, the State Board of Accounts has required that a threshold be set for items included in an inventory of fixed assets owned by the Jasper County Public Library, it is hereby resolved that the threshold shall be fixed at \$500.00.

Adopted this 12th day of February, 1996.

NAY

AYE

Attest:

Secretary, Board of Trustees
Jasper County Public Library

**Resolution to Set Threshold
for Fixed Asset Inventory**

Whereas, the State Board of Accounts has required that a threshold be set for items included in an inventory of fixed assets owned by the Jasper County Public Library, it is hereby resolved that the threshold shall be fixed at \$500.00.

Adopted this 12th day of February, 1996.

NAY

AYE

Genevieve Egan
Barbara Luster
Wilbur D. Doty
Mary S. Duggles

Attest:

Barbara Luster
Secretary, Board of Trustees
Jasper County Public Library

MEMORANDUM

Policies for Consideration in February:

**Board By-Laws
Employees Code of Ethics
Board Code of Ethics
General Policy Statement**

The Policy Committee is recommending no changes in the above policies.

Vote: to make no changes at this time in the Board By-Laws, Library Employees Code of Ethics, Board Code of Ethics or General Policy Statement.

Jasper County Public Library Acceptable Use Policy

The Internet is a network of networks, changing constantly, making a wealth of information available to users. The Jasper County Public Library (JCPL) Internet access is offered in order to give all members of the library's service district free, open and equal access to ideas and information.

JCPL has the right to set and enforce rules and regulations concerning the use of the Internet access and to change those rules at any time, without notice.

Internet access rights may be suspended or revoked by the JCPL administration at any time, without prior notice or hearing, for abusive conduct or violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Acceptable Use Policy.

The user agrees to abide by the following agreements and statements:

1. Because the Internet provides access to networks around the world, users (and parents of users, if user is under 18 years of age) specifically understand that JCPL has no control over the content of information residing on the Internet. The Library specifically denies any responsibility for the accuracy or quality of information obtained through its service.

Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should monitor usage of the system.

2. JCPL makes no warranties, expressed or implied, for the service it is providing. The Library will not be responsible for any damages suffered, including lost data, information or income.
3. Users must refrain from inappropriate Internet conduct. Examples of inappropriate conduct include but are not limited to:
 - use of the Internet to violate any local, state or federal statute
 - use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network
 - use of the network for solicitation, advertisement, or for any other commercial purposes.
 - violating copyright restrictions

- using obscene, abusive or sexually explicit language in either public or private messages
 - engaging in harassing behavior such as sending or posting slanderous, libelous, or threatening messages
 - other activities that could interfere with or disrupt network users, services, or equipment
4. All communications and information accessible via the network should be assumed to be private property
 5. The Library reserves the right to limit the amount of time users may spend online
 6. Users of the Internet have access to thousands of networks. Each network or system has its own set of policies and procedures. Actions which are routinely allowed on one network/system may be controlled, or even forbidden, on other networks. It is the user's responsibility to abide by the policies and procedures of these other network/systems.

In consideration for the privilege of using JCPL's Internet access, and for having access to the information contained on the Internet, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the Internet.

MEMORANDUM

Technology Plan

We made several changes in the Technology Plan you approved at the last meeting. (It truly is a *working* document!) I will give you the corrected pages, to replace your original pages at the board meeting.

Changes are mostly cosmetic except for the following:

On p. II-1, we added "The Library maintains a home page on the World Wide Web with links to guide net users to useful websites." This page will be put on the web before the March 1 deadline for submitting the grant application. Yvonne is working on this project.

On p. II-2, the heading "Automation at JCPL" has been changed to Present Technology at JCPL, and the tunable satellite dish and Internet access for staff are described as well as Galaxy, computers, and CD ROM. This gives a fuller picture of our present situation.

On p. IV-2, under Strategy 2 we added an Action 3: "Investigate providing access through the Library's website to such local resources as the General Robert Milroy document collection." This is a unique collection of materials not available elsewhere. At the start, we would type or scan in the inventory listing of all our materials. Later, with the help of a scanner, we might be able to put images of the actual documents on the screen, so that someone at a remote site could simply download a copy of the document they want.

CIRCULATION BY ITEM FINE CODE
January 1996

ITEM CODE	DEMOTTE.	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	67	56	22	145
100 (1)	61	89	35	185
200 (2)	59	85	31	175
300 (3)	294	331	72	697
400 (4)	14	14	0	28
500 (5)	86	128	14	228
600 (6)	606	560	293	1459
700 (7)	348	263	135	746
800 (8)	59	58	16	133
900 (9)	209	193	49	451
B (10)	123	114	44	281
j000 (11)	5	23	2	30
j100 (12)	5	16	2	23
j200 (13)	13	16	8	37
j300 (14)	48	98	19	165
j400 (15)	14	14	0	28
j500 (16)	173	263	68	504
j600 (17)	116	98	28	242
j700 (18)	150	138	28	316
j800 (19)	32	20	7	59
j900 (20)	1017	70	25	1112
jB (21)	101	36	20	157
FIC (22)	1413	1694	520	3627
yaFIC (23)	20	113	66	199
LARGE PRINT (24)	77	63	23	163
jFIC (25)	295	321	105	721
jE (26)	1477	1394	468	3339
jER (27)	499	252	132	883
Magazines (28)	1034	594	312	1940
Games/Toys (29)	0	21	0	21
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	102	108	38	248
jCassettes (33)	75	77	39	191
Compact Discs (34)	204	295	185	684
jCompact Discs (35)	3	2	2	7
Sound Recordings (36)	6	11	9	26
jSound Recordings (37)	6	11	3	20
Software (38)	0	0	0	0
Vertical File (39)	299	130	0	429
Equipment (40)	0	3	0	3
yapFIC (41)	216	164	72	452
jpFIC (42)	227	223	49	499
Reference (43)	43	75	12	130
Genealogy (44)	0	1	0	1
jMagazines (45)	57	34	32	123
VHS (46)	912	1093	563	2568
Free reads	424	397	143	964
Puzzles			2	2
Talking books				0
Assignment shelf books		53		53
TOTAL	10989	9812	3693	24494

WHEATFIELD COLLECTION

MONTH
END

VOLUMES	TITLES
---------	--------

XX

9323	9266	9390	9334	10456	10282	10519	10344
10737	9095	10833	9170	16822	15047	16971	15161

7237	7132	7333	7228	Fiction
6397	4888	6434	4921	Nonfiction

6873	6756	6931	6814	9006	8599	9063	8656
4166	4036	4197	4067	6996	6444	7025	6473

5382	5282	5427	5330	Fiction
3348	3168	3360	3180	Nonfiction

0 0 MAGAZINES, ADLT
0 0 MAGAZINES, CH

2 2 2 2 388 176 388 176

3 3 3 3 GRAPHIC MAT'L

0 0 0 0 0 0 0 0

0 0 MICROFORMS

979 850 984 856 2031 1487 2031 1487

1339 1202 1341 1204 SOUND REC ADULT

123	123	134	134	172	172	177	177
-----	-----	-----	-----	-----	-----	-----	-----

33	33	34	34	SOUND REC., CH
----	----	----	----	----------------

5 2 5 2 16 11 13 8

3	3	3	3	CD ROM SOFTWARE
---	---	---	---	-----------------

4	2	4	2	90	26	90	26
---	---	---	---	----	----	----	----

112 57 112 57 SOFTWARE

0 0 VERTICAL FILE

720 695 729 704 914 882 914 882

630 592 632 594 VHS

0 0 0 0 0 0

0 0 EQUIPMENT

32932	30827	33209	31085	46891	43126	47191	43390	24484	22360	24679	22554	TOTAL
-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------

XXX

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
January 1996

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	5903	6201	2471	14575
Borrowers--End of month:	5918	6164	2476	14558
Non-resident, paying	33	37	3	73
PLAC card users	1	5	0	6
Reciprocal borrowers	126	63	7	196
XX				
INTRALIBRARY LOANS FILLED	195	210	65	470
LOCAL HISTORY				
In person	3	20		23
Letters written		3		3
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	18	96	35	149
Computer software used	18	110	37	165
VCR Use	3	5	1	9
Microforms		44		44
CD ROM software used		39	4	43
Public use of FAX service	7	16	7	30
Typewriter use	15	7	6	28
Other equipment used			1	1
OTHER LIBRARY SERVICES USED				
Walking book visits	1	4		5
Notarized documents	2	2		4
Meeting Room Use (number of groups)	26	32	26	84
Study room use	11	26		37
Ref book/vf copies made	92	34	33	159
XX				
INTERLIBRARY LOANS				
Requests made for:	72	88	10	170
Items rec'd for:	42	64	12	118
Items outstanding:	30	24	-2	52
Items from Indiana libraries	31	53	7	91
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries				0

CIRCULATION BY PATRON CODE

January 1996

PATRONS	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	1214	13.0%	1369	14.9%	576	16.3%	3159	14.3%
Adult Female (1)	5606	60.2%	4529	49.4%	2081	58.8%	12216	55.5%
Juvenile 0-11 (2)	1248	13.4%	1228	13.4%	418	11.8%	2894	13.1%
YA 12-17 (3)	487	5.2%	711	7.8%	203	5.7%	1401	6.4%
Nonresident No Fee (4)	111	1.2%	313	3.4%	11	0.3%	435	2.0%
Board/Staff (5)	314	3.4%	490	5.3%	241	6.8%	1045	4.7%
School (6)	0	0.0%	113	1.2%	0	0.0%	113	0.5%
St. Joseph College (7)	0	0.0%	29	0.3%	0	0.0%	29	0.1%
State Library Card (8)	1	0.0%	7	0.1%	0	0.0%	8	0.0%
Nonresident Fee (9)	100	1.1%	166	1.8%	0	0.0%	266	1.2%
Corporate (10)	0	0.0%	88	1.0%	0	0.0%	88	0.4%
Reciprocal (11)	238	2.6%	122	1.3%	11	0.3%	371	1.7%
Total	9319		9165		3541		22025	
Total items borrowed by nonresidents	450	4.8%	750	8.2%	22	0.6%	1222	5.5%

JASPER COUNTY PUBLIC LIBRARY REFERENCE COUNT
Week of January 8 - 13, 1996 or January 15 - 20, 1996

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REFERENCE QUESTIONS				
Telephone: Directional	84	140	61	285
Telephone: Reference	106	72	23	201
In-person: Directional	109	89	100	298
In-person: Reference	178	112	57	347
Total	477	413	241	1131

Monthly Equivalent for January 1996

REFERENCE QUESTIONS				
Telephone: Directional	364	607	264	1235
Telephone: Reference	459	312	100	871
In-person: Directional	472	386	433	1291
In-person: Reference	771	485	247	1504
Total	2067	1790	1044	4901

Monthly Equivalent for January 1995

REFERENCE QUESTIONS				
Telephone: Directional	363	475	283	1121
Telephone: Reference	463	367	146	976
In-person: Directional	604	704	288	1596
In-person: Reference	858	633	254	1745
Total	2288	2179	971	5438

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
January 1996

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	12	9	4	25
Number attending	207	91	60	358
YA Programs (14-17)		6		6
Number attending		120		120
Adult Programs	1	2	11	14
Number attending	25	55	59	139
Senior Citizen Programs	1			1
Number attending	22		19	41
TOTAL NO. OF PROGRAMS	14	17	15	46
TOTAL PERSONS ATTENDING	254	266	138	658

**Jasper County Public Library
Five-Year Plan
1995-1999**

**1995 Tasks
End of Year Report**

Please note that some committees did not function as planned due to staff changes and vacancies during the year. New staff needed time to become acclimated to their jobs before starting special tasks.

Goal 1

Ensure that the library is providing its communities with well-trained, experienced, service-oriented personnel to meet users' needs effectively and promptly, by regularly reviewing staff size, compensation, benefits and training.

Task Force: *Leanne, Char, Diane, Julie E., Gail,*

- 2.1. Examine salary scales for area libraries, businesses, schools and government agencies, by October 15, 1995. Done
- 2.3. Recommend to Board an upgrade in salary scale if necessary to ensure it is commensurate with classification levels, and competitive with area salaries, by April of 1996. Will be done on schedule
- 3.1. Examine benefit packages for area libraries, schools and government agencies, by October 15, 1995. Done
- 3.2. Survey staff to determine insurance and benefit needs, by November 1995. Done
- 3.3. Investigate insurance policies available through Jasper County agencies, determining the feasibility of participation by JCPL in Jasper County's insurance plan, by February 15, 1996. Will be done by March 1.
- 3.4. The staff committee and the Director will make recommendations to the Board on insurance and a benefits plan, in April 1996. Will be done

- 2.2. Have Agency Librarians and staff update job descriptions to more closely reflect job responsibilities, by November 1, 1995. (Done by supervisors and each staff member at evaluation time.)

Goal 2

Increase library use by 10% per year.

1. By June 1995, a committee, consisting of one staff member from Wheatfield, two from DeMotte and two from Rensselaer, will decide how to fairly measure library use. Committee: Renee, Diana, Peggy, Karen Done.
2. Increase audio, video and popular book titles.
 - 2.1 Establish a lease book task force by March 1995 to investigate increasing popular lease book titles. Committee: Peggy, Glenda, Jill Done.
Determined that 1 book for every 5 reserves should be available at each branch, that best sellers not purchased should be leased, that ILL requests for new books should be filled with lease books.
 - 2.2 Agency librarians and/or technical service staff will explore ways to purchase paperbacks, romances and westerns for circulation by January 1996. Committee: Yvonne, Diana, Leanne, Michelle. Deadline extended to 7/31/96.
 - 2.3 Beginning in 1995, purchase audio and video materials on a monthly basis. (We began in March 1995.)
3. Market library materials and services.
 - 3.1 Continue staff training to actively and courteously promote various materials and services. RAT (Reader's Advisory Team) Patrol continuing activities to market materials. Reminders regularly sent to staff to keep updating the Reader's Advisory notebook.
 - 3.2 Advertise books by genre, author, subject, using such devices as book displays and bookmarks, at the circulation desk and inside books.
Book displays at all libraries; various techniques being used to distribute bookmarks, highlight specific authors and books, etc.
 - 3.3 Restructure the walking books program to accommodate various material types. Market the program and address staff concerns by October 31, 1995. A staff member from each branch will be designated to serve on a committee to restructure the program. Committee: Bonnie, Leanne, Peggy Not yet done.
 - 3.5 Continue programming in-house and to other area organizations.

Continuing a very active program.

- 3.8 Continue training the public on available technology and its use in the library. Continuing on a one-to-one basis. OPAC training sessions for groups did not seem successful.
4. Allow patrons the use of Galaxy individual access modules.
 - 4.1 Assign PIN numbers immediately to allow patrons to use the individual access module by January 1995. Done.
 - 4.2 Begin to investigate patrons' use of the reserve feature by June 1995. A survey of all three staffs shows that they do not think this is advisable at this time.

We have NOT increased circulation by 10% this year. Circulation actually went down (at least on paper) by 2%. We have, however, improved our ways of measuring library use. At the end of August, (we began our new measuring techniques in August 1995), we will start comparing total library use, last August against this August, and so on.

Goal 3

Supply answers to 90% of information requests within 24 hours.

1. Develop a method to measure the percent of requests answered.
 - 1.1. Create a committee to develop the method of monitoring filled and non-filled reference questions by February 1995. This method should be established by mid-July 1995 (the method should be in conjunction with Reference Count Week.) Committee: Cookie, Kim, Pam. Not done. Committee will need to be reformed.
 - 1.2. Everyone will record non-filled questions as a guide for developing future resources by February 1995. (Notebook at the circulation desk should be supplied. This notebook will also aid the person in charge of acquisitions to select references needed.) Presently being done.
2. Use resources of other libraries (system-wide and others)
 - 2.1. Contact St. Joseph's College Library to determine how our libraries can best access their government documents, how patrons may access government documents on their own and what documents are available by Feb. 1995. We were not able to incorporate this into our Staff Development Day last spring as planned. Will plan a training session for one person at each library later.

- 2.2. By May 1995, talk to St. Joseph's College Library about the possibility of their staff doing reference searches of Internet on a fee basis for our patrons. We have our own Internet access now and are learning how to use it for reference searches. St. Joe does not use the Internet much for reference searches (at last report).

- 2.3. Investigate various Internet access options and secure some level of access for staff by December 1995. Committee: Glenda, Sharon, Lynn, Yvonne, Jill Done. Committee will get advanced training this year and will be responsible for training staff and for troubleshooting our Internet service to the public.

3. Improve JCPL reference resources. Investigate cost, availability and practicality of obtaining the following: Committee: Kim, Marlene, Pam
- 3.1. Full text NewsBank by June 1995
 - 3.2. Business profiles (annual reports on CD ROM) by July 1995.
 - 3.3. ERIC or some OCLC First Search by August 1995
 - 3.4. 800 numbers (Government Information, etc.) on CD ROM by September 1995.
 - 3.5. Scholarships and Grants information on CD ROM by October 1995
 - 3.6. Genealogy resources (CD ROM) by November 1995

A report should be made (to the Management Team) 2 months after an assignment is given. All considerations should be made by January 1996.

Not completed. Jill is working on CD ROM software selection at this time in connection with Technology Grant.

4. Ready Reference (local information)

- 4.1. Select a staff member to correlate the updating of ready reference materials of the three libraries Diane O. (Dee) has been assigned to this job.

- 4.2. By April of 1995, assign a staff member to contact Congressmen's offices for resources they can supply. Charlotte

5. Train staff to improve reference skills.

- 5.1. Select a qualified person to give reference workshops to new staff periodically. Basic reference workshop given to newer staff 9/18/95. One will be scheduled for Spring 1996 also.

- 5.2. Allow time at Staff Development sessions for hands-on CD ROM experience for the benefit of visiting staff, beginning with the first Staff Development session of 1995. Time at Staff Development sessions not available. Determined that staff should familiarize selves with CD ROM while at other branches for committee meetings.
- 5.3. Allow time at Staff Development sessions for sharing of difficult (challenging) reference questions and feedback from staff on other possible search strategies, beginning at Fall Staff Development session 1995. This project should be assigned at spring session. Presently working on a way to do this within present time constraints.

Goal 4

Specialize individual collections and promote resource sharing.

1. By December 1995, a committee will decide which areas of print and nonprint materials can appropriately be developed into specialized collections in one library facility for the benefit of all libraries.
 - 1.1 This committee will consist of the three agency librarians and one reference or public service staff person from each library. Committee: Michelle, Diana, Leanne, Sharon, Renee (revised committee)
 - 1.2 Guidelines will be set (by the above committee) to ensure that the needs and desires of users are not ignored in an effort to minimize duplication of materials. I have set new deadline for October 1, 1996.
2. By August 1995, a plan will be developed for the sharing of such resources as puppets, posters, exhibits, displays and programs. Those developing this plan will include the three children's specialists, and one person from DeMotte and Rensselaer chosen by their Agency Librarians. Committee: Kathleen, Diane, Char, Cookie, Karen. Done. Plan was developed. Will be implemented this year.
 - 2.1 Media Minds will be approached by the children's specialists to tackle the possibilities of sharing the above resources as well as materials by the fall meeting of 1995. Not done. Media Minds has not been active the past year. We plan to have a meeting spring 1996.
3. Supervisors will encourage and facilitate the specialization of staff members, encouraging growth in specific areas according to individual abilities and the library's needs.

- 3.1 All staff, except clerks and pages, should attend at least one workshop in their special area of interest each year. Staff should discuss their special areas of interest with their supervisors, so we can be on the lookout for appropriate learning opportunities. 15 staff attended at least 1 Internet workshop. 23 staff also attended other workshops and conferences. Only two library assistants did not attend any outside workshops or conferences.
- 3.2 Supervisors will ensure that each staff member, except clerks and pages, will meet with counterparts within their specialized area at least once a year to share ideas and acquaint themselves with comparable resources in other libraries within the JCPL system. Children's specialists and supervisors do this regularly. Others have done this as they have worked together on task forces. We will continue working on ways to connect all staff with counterparts within JCPL.
- 3.3 Staff members should be encouraged to attend counterparts groups in their special area of interest outside of the JCPL system, if such groups exist. Counterpart groups exist for directors. We have sent staff to children's and reference counterpart meetings. Soaring To Excellence teleconferences allow the exchange of ideas among support staff also. We are on the lookout for other counterpart groups.
- 3.4 While all assistants and specialists will learn the basics of all public service areas, priorities will be set for added learning in specialized areas. See 3.1.
- 3.5 By January, 1996, consider the addition of a part-time computer assistant at DeMotte and Rensselaer to help public and staff in using nonprint equipment and databases. The Board decided against this action during budget deliberations in 1995.

JCPL FINANCIAL STATEMENT

JANUARY 31, 1996

	<u>Beginning 1996 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$371,628.76	\$5,761.11	\$5,761.11	\$72,146.84	\$72,146.84	\$305,243.03
Investments \$200,000.00						
Public Library Access Card Fund	\$51.00	\$20.00	\$20.00	\$51.00	\$51.00	\$20.00
Gift Fund	\$3,077.85	\$5.00	\$5.00	\$0.00	\$0.00	\$3,082.85
DeMotte	\$1,488.44		\$0.00	\$0.00	\$0.00	\$1,488.44
Rensselaer	\$926.14	\$5.00	\$5.00	\$0.00	\$0.00	\$931.14
Wheatfield	\$663.27		\$0.00	\$0.00	\$0.00	\$663.27
Bond & Interest Redemption Fund	\$134,858.07	\$0.00	\$0.00	\$0.00	\$0.00	\$134,858.07
Investments \$97,300.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library Improvement Reserve Fund	\$28,728.73	\$0.00	\$0.00	\$0.00	\$0.00	\$28,728.73
Investments \$2,700.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$8,279.46	\$0.00	\$0.00	\$0.00	\$0.00	\$8,279.46
Satellite Fund	\$1,448.00	\$140.00	\$140.00	\$0.00	\$0.00	\$1,588.00
Construction Fund	\$9,991.26	\$155.04	\$155.04	\$0.00	\$0.00	\$10,146.30
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
Employee Health Insur.	\$191.15	\$0.00	\$0.00	(\$289.62)	(\$289.62)	\$480.77
Employee P.E.R.F.	\$2,718.28	\$0.00	\$0.00	\$1,771.93	\$1,771.93	\$946.35
TOTAL ALL FUNDS.....	\$561,170.56	\$6,081.15	\$6,081.15	\$73,680.15	\$73,680.15	\$493,571.56

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
31 Jan 96

1.	BANK ONE CHECKING	45801.59
2.	BANK ONE-CONSTRUCTION FUND SAV	10146.30
3.		.00
4.	FIRST OF AMERICA BANK	39201.90
5.	DEMOTTE STATE BANK	58096.93
6.	INDIANA FEDERAL BANK FOR SAVIN	18058.33
7.	NBD BANK, N.A.	16864.24
8.	FIRST FEDERAL SAVINGS BANK	5402.27
9.		.00
10.		.00
11.		.00
12.		.00
13.		.00
14.		.00
15.	IND.FEDERAL CD#9100005606	300000.00

	TOTAL ALL BANK ACCOUNTS	493571.56

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 31 Jan 96

VAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
13 FEB 96	9100005606	IN.FEDERAL BA	91 DAY	300000.00	5.67	OP,BIRF,LIR	11/14/95	4240.85	BIRF97300;LIRF2700;OP-200000
		--TOTALS--		300000.00				4240.85	

APPROPRIATION REPORT
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 31 Jan 96

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	39915.00	3276.86	3276.86	36638.14	8.2
1.12	SALARY OF ASSISTANTS	414221.00	31106.04	31106.04	383114.96	7.5
1.13	WAGES OF JANITORS	28785.00	2048.86	2048.86	26736.14	7.1
1.21	EMPLOYER'S SHARE-FICA	36943.00	2787.02	2787.02	34155.98	7.5
1.22	UNEMPLOYMENT COMPENSATION	2789.00	335.09	335.09	2453.91	12.0
1.23	EMPLOYER'S CONTRIB.- PERF	22394.00	5436.48	5436.48	16957.52	24.3
1.24	EMPLOYER'S CONTRIB.- INS.	14400.00	.00	.00	14400.00	.0
1.31	OTHER PERSONAL SERVICES	1000.00	.00	.00	1000.00	.0
2.11	OFFICIAL RECORDS	950.00	.00	.00	950.00	.0
2.12	STATIONERY AND PRINTING	650.00	244.50	244.50	405.50	37.6
2.13	OTHER OFFICE SUPPLIES	4200.00	47.65	47.65	4152.35	1.1
2.21	CLEANING & SANITATION SUPPLIES	4500.00	237.44	237.44	4262.56	5.3
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	.00	20.00	.0
2.23	OTHER OPERATING SUPPLIES	3800.00	.00	.00	3800.00	.0
2.31	BUILDING MATERIALS & SUPPLIES	650.00	.00	.00	650.00	.0
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	.00	200.00	.0
2.33	REPAIR PARTS	300.00	.00	.00	300.00	.0
2.41	LIBRARY SUPPLIES	4500.00	39.39	39.39	4460.61	.9
2.42	AUTOMATION SUPPLIES	4200.00	843.85	843.85	3356.15	20.1
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	1250.00	.00	.00	1250.00	.0
3.14	OTHER PROFESSIONAL SERVICES	4400.00	1019.44	1019.44	3380.56	23.2
3.21	TELEPHONE	29000.00	1813.49	1813.49	27186.51	6.3
3.22	POSTAGE	6600.00	409.00	409.00	6191.00	6.2
3.23	TRAVELING EXPENSE	4000.00	45.75	45.75	3954.25	1.1
3.24	PROFESSIONAL MEETINGS	6000.00	739.00	739.00	5261.00	12.3
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.31	ADVERTISING & PUBLIC NOTICES	900.00	64.86	64.86	835.14	7.2
3.32	OTHER PRINTING	400.00	.00	.00	400.00	.0
3.41	OFFICIAL BONDS	250.00	.00	.00	250.00	.0
3.42	OTHER INSURANCE	16000.00	10.00	10.00	15990.00	.1
3.51	GAS	25000.00	3033.76	3033.76	21966.24	12.1
3.52	ELECTRICITY	58000.00	4865.44	4865.44	53134.56	8.4
3.53	WATER	1200.00	65.95	65.95	1134.05	5.5
3.54	WASTE DISPOSAL SERVICES	2000.00	161.42	161.42	1838.58	8.1
3.61	BUILDING & STRUCTURES	30000.00	1808.45	1808.45	28191.55	6.0
3.62	EQUIPMENT	4000.00	.00	.00	4000.00	.0
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	41.95	41.95	183.05	18.6
3.91	DUES	2000.00	40.00	40.00	1960.00	2.0
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	40000.00	.00	.00	40000.00	.0
3.95	SERVICE CONTRACTS	9180.00	476.84	476.84	8703.16	5.2
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	36400.00	120.00	120.00	36280.00	.3
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	20195.53	2784.00	2784.00	17411.53	13.8
4.51	BOOKS	124000.00	6435.01	6435.01	117564.99	5.2
4.52	PERIODICALS & NEWSPAPERS	37000.00	1704.60	1704.60	35295.40	4.6
4.53	NONPRINTED MATERIALS	22000.00	104.70	104.70	21895.30	.5
	-TOTAL-	1064587.53	72146.84	72146.84	992440.69	6.8

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Jan 96

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
004816	00093	JUDY T. BAKKER	-30.26	15 JAN 96	VOID LOST CHECK-STOP PAYMENT
005141	00071	MARLENE BEEDLE	330.30	10 JAN 96	PAYROLL
005142	00083	YVONNE J. BEEVER	738.99	10 JAN 96	PAYROLL
005143	00089	BELSTRA, COURTNEY B.	89.71	10 JAN 96	PAYROLL
005144	00086	AMY A. BROWN	93.45	10 JAN 96	PAYROLL
005145	00063	GLENDA BROWN	473.89	10 JAN 96	PAYROLL
005146	00087	REBECCA S. CARDEN	529.84	10 JAN 96	PAYROLL
005147	00067	RENEE CARR	352.55	10 JAN 96	PAYROLL
005148	00066	LYNN DAUGHERTY	1067.88	10 JAN 96	PAYROLL
005149	00090	KIMBERLY DELGER	65.17	10 JAN 96	PAYROLL
005150	00070	JULIE EISELE	392.20	10 JAN 96	PAYROLL
005151	00057	CHARLOTTE FAGEN	612.86	10 JAN 96	PAYROLL
005152	00080	MOLLY A. GATLIN	77.39	10 JAN 96	PAYROLL
005153	00091	HEEKE, MICHELLE M.	813.15	10 JAN 96	PAYROLL
005154	00084	HEATHER A. HOPP	71.80	10 JAN 96	PAYROLL
005155	00069	ROSE E. HOWARD	450.31	10 JAN 96	PAYROLL
005156	00072	GAIL M. JUNG	584.22	10 JAN 96	PAYROLL
005157	00082	ANGELA M. KARCH	92.87	10 JAN 96	PAYROLL
005158	00064	DIANA KOBY	537.32	10 JAN 96	PAYROLL
005159	00060	JOAN KOPANDA	402.86	10 JAN 96	PAYROLL
005160	00061	KROS, DIANE	499.19	10 JAN 96	PAYROLL
005161	00074	SHARON K. LEWIS	27.29	10 JAN 96	PAYROLL
005162	00079	LOEHRER, KAREN L.	416.81	10 JAN 96	PAYROLL
005163	00092	DIANE M. OPOLSKI	140.17	10 JAN 96	PAYROLL
005164	00062	BONNIE POWELL	341.64	10 JAN 96	PAYROLL
005165	00085	ANNETTE M. PRATT	127.15	10 JAN 96	PAYROLL
005166	00088	LISA RUSHER	313.12	10 JAN 96	PAYROLL
005167	00058	SHARON SCHULENBERG	446.36	10 JAN 96	PAYROLL
005168	00065	EILEEN SPURGEON	98.91	10 JAN 96	PAYROLL
005169	00075	LYNN M. STALBAUM	127.09	10 JAN 96	PAYROLL
005170	00077	JACK STANDISH	331.16	10 JAN 96	PAYROLL
005171	00059	JILL TACHIRIS	472.92	10 JAN 96	PAYROLL
005172	00081	ELAINE WALING	108.26	10 JAN 96	PAYROLL
005173	00073	WEBSTER, RACHAEL D.	164.07	10 JAN 96	PAYROLL
005174	00068	WHITED, AMBER	299.56	10 JAN 96	PAYROLL
005175	00078	MARGARET M. WOODS	509.90	10 JAN 96	PAYROLL
005176	00076	LEANNE YORK	737.30	10 JAN 96	PAYROLL
005176	00109	MARLENE BEEDLE	402.82	25 JAN 96	PAYROLL
005177	00121	YVONNE J. BEEVER	768.43	25 JAN 96	PAYROLL
005178	00127	BELSTRA, COURTNEY B.	94.98	25 JAN 96	PAYROLL
005179	00124	AMY A. BROWN	50.13	25 JAN 96	PAYROLL
005180	00101	GLENDA BROWN	556.65	25 JAN 96	PAYROLL
005181	00125	REBECCA S. CARDEN	548.03	25 JAN 96	PAYROLL
005182	00105	RENEE CARR	433.66	25 JAN 96	PAYROLL
005183	00104	LYNN DAUGHERTY	1102.44	25 JAN 96	PAYROLL
005184	00128	KIMBERLY DELGER	72.20	25 JAN 96	PAYROLL
005185	00108	JULIE EISELE	465.09	25 JAN 96	PAYROLL
005186	00095	CHARLOTTE FAGEN	654.09	25 JAN 96	PAYROLL

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Jan 96

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005187	00131	STEPHANIE D. FILSON	289.45	25 JAN 96	PAYROLL
005188	00118	MOLLY A. GATLIN	92.35	25 JAN 96	PAYROLL
005189	00129	HEEKE, MICHELLE M.	813.15	25 JAN 96	PAYROLL
005190	00122	HEATHER A. HOPP	81.20	25 JAN 96	PAYROLL
005191	00107	ROSE E. HOWARD	554.90	25 JAN 96	PAYROLL
005192	00110	GAIL M. JUNG	643.63	25 JAN 96	PAYROLL
005193	00120	ANGELA M. KARCH	62.67	25 JAN 96	PAYROLL
005194	00102	DIANA KOOT	594.67	25 JAN 96	PAYROLL
005195	00098	JOAN KOPANDA	434.81	25 JAN 96	PAYROLL
005196	00099	KROS, DIANE	541.03	25 JAN 96	PAYROLL
005197	00112	SHARON K. LEWIS	96.40	25 JAN 96	PAYROLL
005198	00117	LOEHRER, KAREN L.	438.06	25 JAN 96	PAYROLL
005199	00130	DIANE M. OPOLSKI	317.21	25 JAN 96	PAYROLL
005200	00100	BONNIE POWELL	403.47	25 JAN 96	PAYROLL
005201	00123	ANNETTE M. PRATT	140.35	25 JAN 96	PAYROLL
005202	00126	LISA RUSHER	340.03	25 JAN 96	PAYROLL
005203	00096	SHARON SCHULENBERG	520.93	25 JAN 96	PAYROLL
005204	00103	EILEEN SPURGEON	60.85	25 JAN 96	PAYROLL
005205	00113	LYNN M. STALBAUM	92.35	25 JAN 96	PAYROLL
005206	00115	JACK STANDISH	328.13	25 JAN 96	PAYROLL
005207	00097	JILL TACHTIRIS	556.37	25 JAN 96	PAYROLL
005208	00119	ELAINE WALING	67.80	25 JAN 96	PAYROLL
005209	00111	WEBSTER, RACHAEL D.	152.53	25 JAN 96	PAYROLL
005210	00106	WHITED, AMBER	362.66	25 JAN 96	PAYROLL
005211	00116	MARGARET M. WOODS	550.34	25 JAN 96	PAYROLL
005212	00114	LEANNE YORK	825.49	25 JAN 96	PAYROLL
014483	00001	BANK ONE	4110.85	10 JAN 96	FICA & FED TAX WITHHELD LESS
014484	00002	INDIANA DEFERRED COMPENSATIO	85.00	10 JAN 96	WITHHELD FROM PAYROLL - 10 J
014485	00003	LDDS WORLDCOM	804.88	10 JAN 96	SCHULENBERG, DAUGHERTY, KOPA
014486	00004	NETNITCO	67.50	10 JAN 96	TELEPHONE & DATA LINES-JAN.
014487	00005	NIPSCO	714.58	10 JAN 96	INTERNET TELEPHONE SERVICE-J
014488	00006	NORTHWESTERN INDIANA TELEPHO	153.77	10 JAN 96	UTILITIES: 11/16/95-12/15/95
014489	00007	TOWN OF DEMOTTE, c/o DEMOTTE	40.72	10 JAN 96	TELEPHONE-JANUARY 1996
014490	00008	UNITED TELEPHONE COMPANY	628.56	10 JAN 96	NOVEMBER 1995 SEWER SERVICE-
014491	00009	BAKER & TAYLOR	4515.21	15 JAN 96	TELEPHONE-JANUARY-RENSSELAER
014492	00010	BAKER & TAYLOR BOOKS	491.97	15 JAN 96	BOOKS
014493	00011	BANK ONE	32.00	15 JAN 96	CONTINUATIONS-BOOKS
014494	00012	BETTY A. HUFF (PAS-TIME BOO	182.47	15 JAN 96	VAULT RENTAL-1996
014495	00013	BROWN'S GARDEN SHOPPE	138.45	15 JAN 96	BOOKS
014496	00014	CAMPBELL PRINTING COMPANY	252.85	15 JAN 96	REPLACE TREE, PRUNE SHRUBS
014497	00015	CONGRESSIONAL QUARTERLY INC.	565.00	15 JAN 96	RUBBER STAMP, STATIONERY & E
014498	00016	CUSTOM LAWN CARE	200.00	15 JAN 96	ANNUAL SUBSCRIP.3/10/96-3/10
014499	00017	DIANA KOOT	5.75	15 JAN 96	SNOW REMOVAL-RENS
014500	00018	GATEWAY 2000	2784.00	15 JAN 96	MILEAGE
014501	00019	GAYLORD BROS.	843.85	15 JAN 96	COMPUTER-DEMOTTE
014502	00020	HERITAGE OFFICE PRODUCTS, IN	11.85	15 JAN 96	OVERDUE NOTICES
014503	00021	HP PRODUCTS CORP.	170.16	15 JAN 96	LABELS, NAME PLATE
					ICE MELTER-RENS. & DEM.

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Jan 96

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014504	00022	INCOLSA	140.00	15 JAN 96	MANAGING PERSONNEL WORKSHOP- HEEKE & KOBY
014505	00023	INDIANA DEPT.OF WORKFORCE DE	335.09	15 JAN 96	4TH QTR. PAYMENT 1995
014506	00024	INDIANA HISTORICAL SOCIETY	40.00	15 JAN 96	ANNUAL MEMBERSHIP DUES-1996
014507	00025	INDIANA STATE LIBRARY	51.00	15 JAN 96	4TH QTR. 1995 PLAC CARDS SOL
014508	00026	INDIANAPOLIS NEWSPAPERS, INC	124.80	15 JAN 96	DEMOTTE SUBSC.1/14/96-1/14/9
014509	00027	INFORMATION/REFERENCE GROUP	218.37	15 JAN 96	STANDING ORDERS-BOOKS
014510	00028	ISCI	1019.44	15 JAN 96	TECHNOLOGY PLAN CONSULTING S
014511	00029	LAKE COUNTY PUBLIC LIBRARY	7.50	15 JAN 96	ILL BOOK
014512	00030	LYNN DAUGHERTY	210.16	15 JAN 96	CALENDAR, MILEAGE, GIFT BOOK STRENGTHEN YOUR LIB.PROG WKS
014513	00031	MARGE HOHNER	13.00	15 JAN 96	MILEAGE
014514	00032	MICROMARKETING ASSOCIATES	42.85	15 JAN 96	BOOKS
014515	00033	MOOLENAAR & HUGHESE PROF.LAW	741.00	15 JAN 96	FERTILIZER & GRUB APPLICATIO
014516	00034	NATIONAL GEOGRAPHIC SOCIETY	13.90	15 JAN 96	BOOK
014517	00035	PA USERS CLUB/IA USERS CLUB	25.90	15 JAN 96	PRINT ARTIST UPGRADE-WHEATFI
014518	00036	PHILIP N. HOWARD	120.00	15 JAN 96	SNOW REMOVAL-WHEATFIELD
014519	00037	POSTMASTER GENERAL	409.00	15 JAN 96	STAMPS: 200-3CENT;100-1;200 100-23CENT; 200-10CENT; 500-
014520	00038	PROFESSIONAL TRAINING ASSOC.	48.00	15 JAN 96	PUBLICATION-3/96 TO 2/97 SUB
014521	00039	PUBLIC EMPLOYEES' RETIREMENT	8154.76	15 JAN 96	4TH QUARTER PAYMENT 1995
014522	00040	PUBLISHERS WEEKLY	99.00	15 JAN 96	SUBSCRIPTION THROUGH 2/97-RE
014523	00041	RAND MCNALLY & COMPANY	298.99	15 JAN 96	ATLAS
014524	00042	REGENT BOOK CO., INC.	56.60	15 JAN 96	BOOKS
014525	00043	RENSSELAER POLICE DEPARTMENT	120.00	15 JAN 96	POLICE ALARM SERVICE - 1996
014526	00044	RENSSELAER REPUBLICAN	246.46	15 JAN 96	NEWSPAPER SUBSCRIP.-1/11/97 NEWSPAPER SUBSCRIP.-1/10/97 CLASSIFIED AD-CIRC.CLERK-REN
014527	00045	ROHAN SERVICE AGENCY OF SO.B	609.00	15 JAN 96	BOILER PILOT LIGHT REPAIRS-D
014528	00046	ROSE HOWARD	13.00	15 JAN 96	MILEAGE
014529	00047	SECRETARY OF STATE	10.00	15 JAN 96	NOTARY BOND APPLICAT.-DIANE
014530	00048	SECURITY COURIERS CORP.	476.84	15 JAN 96	TRANSPORT SERVICE-12/15-12/2
014531	00049	SOCIAL ISSUES RESOURCES SERI	228.00	15 JAN 96	PUBLICATIONS
014532	00050	STANDARD & POOR'S CORP.	650.00	15 JAN 96	S&P REGISTER-RENS. 2/96-2/97
014533	00051	TEETERS CULLIGAN	34.70	15 JAN 96	COOLER RENTAL-WHEATF. WATER
014534	00052	THE TIMES	174.20	15 JAN 96	ANNUAL NEWSPAPER SUBSC.-DEMO
014535	00053	TYSEN'S COUNTRY GROCERY, INC	67.28	15 JAN 96	FURN. POLISH,BLOO, DEODORIZE
014536	00054	VERNE SANFORD, TREASURER SPE	35.95	15 JAN 96	VIDEOS
014537	00055	WALL STREET JOURNAL	284.00	15 JAN 96	2 YR.NEWSPAPER SUBSC. 2/96-2
014538	00056	WAL-MART STORES, INC.	19.68	15 JAN 96	CRAFTS & PROGRAM SUPPLIES-RE
014539	00094	JUDY T. BAKKER	30.26	15 JAN 96	RE-ISSUE LOST PAYROLL CHECK
014540	00132	BANK ONE	4732.23	25 JAN 96	FICA & FED TAXES WITHHELD LE
014541	00133	INDIANA DEFERRED COMPENSATIO	85.00	25 JAN 96	WITHHELD FROM PAYROLL 25 JAN DAUGHERTY, KOPANDA, SCHULENB
014542	00134	INDIANA DEPARTMENT OF REVENU	1522.72	25 JAN 96	STATE & COUNTY TAX WITHELD J
014543	00135	ALA	160.00	25 JAN 96	PLA/ALA SIXTH NAT'L CONF. RE PORTLAND, OREGON -DAUGHERTY,

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Jan 96

PAGE 4

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014544	00136	CAREER TRACK INC.	290.00	25 JAN 96	H/T DESIGN EYE-CATCHING BROC ETC.-WHITED, CARR, 1/22/96
014545	00137	CITY OF RENSSELAER	2291.13	25 JAN 96	RENSSELAER-DEC. 1995 UTILITI
014546	00138	NIPSCO	5014.34	25 JAN 96	UTILITES-WHEATFIELD-12/11-1/ UTILITIES-DEMOTTE-GAS-12/15- UTILITIES-DEM.-ELEC-11/16-1/
014547	00139	TOWN OF WHEATFIELD SEWER WOR	41.05	25 JAN 96	SEWER SERVICE-FEB 1996-WHEAT
014548	00140	UNITED TELEPHONE COMPANY	158.78	25 JAN 96	WHEATFIELD TELEPHONE-JANUARY
--TOTAL AMOUNT OF CLAIMS--			73680.15		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 73680.15. Dated 12 FEB 96.

_____	_____
_____	_____
_____	_____
_____	_____

F5

[illegible]

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 06 Feb 96

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014549	00141	ACE HARDWARE	12.50	12 FEB 96	GUTTER SCREENS-DEMOTTE
014550	00142	ACORDIA PERSONAL BENEFITS, I	280.98	12 FEB 96	QTLY. PREMIUM-EISELE
014551	00143	AFFORDABLE COMMUNICATIONS	210.00	12 FEB 96	PHONE REPAIRS-RENS.
014552	00144	AMBER WHITED	35.00	12 FEB 96	MILEAGE-CAREER TRACK SEMINAR
014553	00145	AMERICAN LIBRARY ASSOCIATION	870.00	12 FEB 96	MEMBERSHIP DUES-1996
014554	00146	ASSOCIATED LIBRARIES, INC.	29.63	12 FEB 96	BOOKS
014555	00147	AVC CORPORATION	188.00	12 FEB 96	SERVICE AGREEMENT-FEB & MARC
014556	00148	BAKER & TAYLOR	3270.94	12 FEB 96	BOOKS, VIDEOS, GIFT & LEASE
014557	00149	BAKER & TAYLOR BOOKS	314.41	12 FEB 96	BOOKS-CONTINUATIONS
014558	00150	BAKER & TAYLOR ENTERTAINMENT	114.65	12 FEB 96	VIDEOS
014559	00151	BETTER CONTAINERS MFG. CO. I	165.60	12 FEB 96	LIBRARY BAGS-DEMOTTE
014560	00152	BIERMA HARDWARE, INC.	39.19	12 FEB 96	ICE MELT, OIL, JAN.SUPPLIES
014561	00153	BRODART CO.	33.36	12 FEB 96	MENDING TAPE
014562	00154	CAROL BACHMAN	16.16	12 FEB 96	T.S.YEAR-END BACKUP ASSISTAN
014563	00155	CENTRAL STATES SALES CORPORA	277.69	12 FEB 96	FLOOD LIGHTS & PROJECTOR BUL
014564	00156	CHARLOTTE FAGEN	73.25	12 FEB 96	MILEAGE TO MEETINGS, KV WINDOWS COMPUTER COURSE
014565	00157	CHIEF, CDS	50.00	12 FEB 96	T.S. BOOKS
014566	00158	COAST TO COAST	6.79	12 FEB 96	DUSTER-JANITOR SUPPLIES
014567	00159	CONSOLIDATED INSURANCE AGENC	50.00	12 FEB 96	DIANE OPOLSKI NOTARY BOND
014568	00160	CUSTOM LAWN CARE	117.50	12 FEB 96	SNOW REMOVAL-RENS.
014569	00161	DIANE KROS	15.00	12 FEB 96	MILEAGE TO MEETINGS
014570	00162	DIANE OPOLSKI	11.00	12 FEB 96	MILEAGE
014571	00163	ENTRE COMPUTER CENTER	125.00	12 FEB 96	REPAIRS TO CD-ROM TOWER-RENS
014572	00164	FACTS ON FILE, INC.	70.56	12 FEB 96	BOOKS
014573	00165	FASE'S	52.50	12 FEB 96	REDOUT-DEMOTTE
014574	00166	GAIL JUNG	24.34	12 FEB 96	DEMOTTE PETTY CASH
014575	00167	GAYLORD BROS.	226.75	12 FEB 96	GALAXY HARDWARE, SCANNER CAB MAGAZINE FILE CASES
014576	00168	HANSEN'S SNOW REMOVAL	1630.00	12 FEB 96	SNOW REMOVAL-DEMOTTE-DEC & J
014577	00169	HIGHSMITH CO. INC.	466.40	12 FEB 96	CONTACT PAPER
014578	00170	HHH WOODLAND COMMITTEE	76.00	12 FEB 96	BOOKS
014579	00171	HP PRODUCTS CORP.	713.27	12 FEB 96	ICE MELT, CLEANING SUP., VACUUM REPAIR PARTS
014580	00172	INCOLSA	200.00	12 FEB 96	SOARING TO EXCELLENCE TELECO
014581	00173	INDIANA HISTORICAL SOCIETY	30.00	12 FEB 96	ONE YR.MEMBERSHIP-DEMOTTE
014582	00174	INFORMATION/REFERENCE GROUP	91.75	12 FEB 96	SOMETHING ABOUT THE AUTHOR,V
014583	00175	JULIE EISELE	11.00	12 FEB 96	MILEAGE TO MEETING
014584	00176	KOLORTECH, INC.	228.30	12 FEB 96	FLUORESCENT BULBS
014585	00177	MARGE HOHNER	13.00	12 FEB 96	MILEAGE TO JANUARY BOARD MTG
014586	00178	LDDS WORLDCOM	841.04	12 FEB 96	LONG DISTANCE CARRIER & DATA
014587	00179	NETGUIDE	14.97	12 FEB 96	MAGAZINE SUBSCRIPTION-1 YR
014588	00180	NETNITCO	67.50	12 FEB 96	INTERNET LINE
014589	00181	NORTHWESTERN INDIANA TELEPHO	144.47	12 FEB 96	TELEPHONE-DEMOTTE
014590	00182	OOMS DISPOSAL SERVICE INC.	90.00	12 FEB 96	TRASH REMOVAL-DEMOTTE-6 MONT
014591	00183	PERMA-BOUND	58.59	12 FEB 96	BOOKS
014592	00184	PHILIP N. HOWARD	90.00	12 FEB 96	SNOW REMOVAL-WHEATFIELD
014593	00185	POSTMASTER	24.00	12 FEB 96	P.O. BOX RENTAL-WHEATFIELD

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 06 Feb 96

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014594	00186	POSTMASTER GENERAL	730.00	12 FEB 96	2000 SELF-STICK 32 CENT STAM 200-20 CENT STAMPS 100-50 CENT STAMPS
014595	00187	PRECISION CONTROL SYSTEMS, I	3787.43	12 FEB 96	REPAIRS TO LEAKING PIPES & R OUTSIDE AIR DAMPER ACTUATOR-
014596	00188	QUILL	601.73	12 FEB 96	TAPE, COMP.& TYPE RIBBONS, B LEGAL PADS, GLUE STICKS, ENVE LABELS, ETC.
014597	00189	REBECCA CARDEN	25.41	12 FEB 96	CRAFT SUPPLIES-RENS. CHILDR
014598	00190	REED REFERENCE PUBLISHING	157.56	12 FEB 96	CHILD.BIP-1996
014599	00191	REGENT BOOK CO., INC.	10.82	12 FEB 96	BOOK
014600	00192	REVCO D.S., INC.	13.00	12 FEB 96	SUNDAY PAPER-TO 12/17/95
014601	00193	ROHAN SERVICE AGENCY OF SO.B	1245.73	12 FEB 96	REPLACE PUMP & MOTOR ON BOIL
014602	00194	SAINT JOSEPH COLLEGE	114.24	12 FEB 96	WORK STUDY PROGRAM '95-SANDR
014603	00195	SCHULTZ TV & ELECTRONICS	32.50	12 FEB 96	REPAIRS TO SOUND SYSTEM-WHEA
014604	00196	SECURITY COURIERS CORP.	783.38	12 FEB 96	COURIER SERVICE-1/5-2/2/96
014605	00197	STECK-VAUGHN COMPANY	683.40	12 FEB 96	BOOKS
014606	00198	SUDANCO AFFORDABLE ALTERNATI	947.10	12 FEB 96	THERMAL RECEIPT PAPER
014607	00199	TEETERS CULLIGAN	9.95	12 FEB 96	FEBRUARY COOLER RENTAL-WH.
014608	00200	TERRA PRODUCTIONS	55.40	12 FEB 96	VIDEOS
014609	00201	TOWN OF DEMOTTE, c/o DEMOTTE	40.72	12 FEB 96	SEWAGE-DECEMBER SERVICE-DEM.
014610	00202	TYSEN'S COUNTRY GROCERY, INC	5.41	12 FEB 96	CHILDREN PROGRAMS-DEMOTTE
014611	00203	VIRGINIA VIS	91.00	12 FEB 96	DUST SHELVING-DEMOTTE
014612	00204	WAL-MART STORES, INC.	140.77	12 FEB 96	VIDEOS, CHILDREN PROGRAM SUP
014613	00205	WILCO PICK & SAVE	23.14	12 FEB 96	SATELLITE PROGRAM-HOSPITALIT
014614	00206	YVONNE BEEVER	33.75	12 FEB 96	MILEAGE

--TOTAL AMOUNT OF CLAIMS-- 21003.53

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 21003.53. Dated 12 FEB 96.

_____	_____
_____	_____
_____	_____
_____	_____

MAR

AGENDA

**Jasper County Public Library Board of Trustees
Monday, March 11, 7:00 PM
Rensselaer**

Purpose

Opening of meeting

- A. Moment of silence
- B. Approval of agenda format

Action

Approval of Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. Policies Review (R 3-7)
- D. Salary ordinance update

General Business

- A. Library Standards (R 9-R11)
- B. Building problem update (R21)
- C. Library Behavior Policy: new procedures (17-20)
- D. CD ROMs in the Rensselaer Library (R 21)

Action

Discussion

Action

Information

Director's Report (R 21 - R 23)

Information

Items for future Agendas

Public Forum

Adjournment

MINUTES.....February 12, 1996
Jasper County Public Library Board Of Directors Meeting 7:00 PM

Present: Anne-Marie Egan, Wilbur Doty, Barbara Leestma, Mary Duggleby, and Lynn Daugherty. Absent: Robert Souza, Mary Linda Casey, Marge Hohner.

In the absence of the President, R. Souza, A-M Egan called the meeting to order with a moment of silence.

1. **AGENDA:** The Agenda format was approved on a motion by B. Leestma, seconded by W. Doty.

2. **CONSENT AGENDA:** W. Doty moved to accept the Consent Agenda items: January Minutes, Bills/Financial Reports, Approval of Workshop Attendance, Fixed Asset Threshold, and the Board By-law Policy, Employees Code of Ethics Policy, Board Code of Ethics Policy and General Policy Statement, as presented. M. Duggleby seconded the motion. Board approval was unanimous.

3. **TECHNOLOGY PLAN & GRANT:** Problems in gathering costs for needed equipment have caused a delay in completing the grant proposal. Upon completion it will be reviewed by the Board President for approval, then submitted to the State Library.

4. **ACCEPTABLE USE POLICY:** Approval was given to adopt the Acceptable Use Policy for the Internet on a motion by W. Doty, seconded by M. Duggleby; however, it shall be reviewed again before offering internet access to the public. Vote was unanimous.

5. **RENSSELAER MEETING ROOM USE:** Permission was granted to allow the Weight Loss Group to meet on Mondays at 9:00 a.m. for 12 weeks with the stipulation that library functions have priority use on a motion by B. Leestma. W. Doty seconded the motion. All were in favor.

6. **BUILDING PROBLEMS:** W. Doty made a motion to have our attorney contact Kim Rothenberger of Ratio Architect to demand that the heating problems that have plagued the Rensselaer and especially the DeMotte Libraries be corrected by a certain date, and if not, to hire an engineering consultant to analyze these problems, making recommendations to correct, including cost estimates; to make the needed repairs ourselves if necessary, and authorize our attorney to sue to recoup these costs. The motion was seconded by B. Leestma. Vote was unanimous. The Board also asked that additional repairs be warranted for one or two heating seasons.

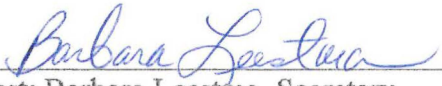
7. **ILF CONFERENCE:** The date of the conference is April 24th (pre-conference), 25th and 26th. Registration deadline is March 19th. Contact L. Daugherty if you wish to attend. There are several interesting programs being offered this year and staff are eager to attend.

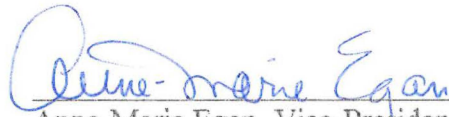
8. **PATRON CARDS:** The Board approved a motion by W. Doty, seconded by B. Leestma, to increase the cost of replacing lost patron cards to \$2.00.

9. **PLA CONFERENCE:** W. Doty moved to pay for transportation costs for L. Daugherty to attend the PLA Conference in Oregon. B. Leestma seconded. Motion carried.

10. **BUILDING MAINTENANCE:** The Board requested the blue railing at the DeMotte Library be painted by a professional; a sidewalk be installed near the top of the west parking lot at DeMotte and also a sidewalk from the staff parking area at the Wheatfield Library.

With no other business the meeting adjourned at 8:05 p.m. on a motion by W. Doty, seconded by B. Leestma.


Attest: Barbara Leestma, Secretary


Anne-Marie Egan, Vice-President

MEMORANDUM

Policies for Consideration in March:

FAX Policy
Staff Complaint Policy

The Policy Committee is recommending no changes to the Staff Complaint Policy

The Policy Committee recommends that the FAX Policy be amended to omit the difference in charges to in-county and out-of-county residents. The charge to all persons would be \$3.00 for the first page and 20 cents for each additional page. All other sections of the FAX Policy would remain unchanged.

Vote: To approve the change in the FAX Policy to eliminate the difference in charges to in-county and out-of-county residents, and to approve the Staff Complaint Policy in its present form, as recommended by the Policy Committee.

Note: The Policy Committee also will add three new policies in 1996: a CD ROM Use Policy, a Circulation Policy, and a Reciprocal Borrowers Policy. Changes have been made in the annual Policy Review Schedule to accommodate these new policies.

MEMORANDUM

New Standards for Public Libraries

The library community is asked to comment on the attached proposed standards. I will not be able to attend the April 2 meeting, but will convey the opinions of board and staff to members of the committee beforehand.

The biggest change is that most former *guidelines* have been made *requirements*--such as the need for bylaws, personnel policies, a long range plan and number of hours open.

In the area of certification, the big change is that librarians would no longer be state *certified*. There would still be requirements concerning the number of "certified" staff who must work in a library of a given size, but it is now each Library Board's responsibility to determine that their Director and staff meet those standards. More important to us, certification could no longer be achieved by examination. A staff member will have to take formal courses to move to a higher level.

Standard 14: The old guidelines said a library should be open a minimum of 30 hours per week, including at least one evening and one weekend day. The new standards are different for different sized populations.

Standard 15: Old standards said the interlibrary loan should be free of charge other than reimbursement for actual photocopy and postage costs. The free of charge part is not in the new standards. It also leaves out the statement about "In-house use of materials for all Indiana residents", although they may feel that "Availability of general collections to the public at all times the library is open" covers that.

Standard 19 is completely new.

The "teeth" in these standards, I think, is the statement that "Any falsification of statements certifying which standards have been met would result in a library being required to return to the Indiana State Library any state or federal funding that was received."

My only criticism is that standards for by-laws, long range plans, automation plans, collection development and personnel policies say that "The library is *encouraged* to file a current copy with the Indiana State Library". Since these are requirements, I feel libraries should be *required* to file copies with the State Library and the State Library should be *required* to make sure this is done.

We can discuss any questions, criticisms or comments you have at the board meeting.

CIRCULATION BY ITEM FINE CODE
February 1996

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	72	30	36	138
100 (1)	90	98	34	222
200 (2)	48	54	20	122
300 (3)	461	396	154	1011
400 (4)	14	16	5	35
500 (5)	107	104	52	263
600 (6)	683	643	269	1595
700 (7)	294	266	118	678
800 (8)	45	78	27	150
900 (9)	297	279	79	655
B (10)	162	148	63	373
j000 (11)	5	23	4	32
j100 (12)	3	18	2	23
j200 (13)	12	28	9	49
j300 (14)	88	94	26	208
j400 (15)	17	15	1	33
j500 (16)	267	249	152	668
j600 (17)	137	156	41	334
j700 (18)	134	193	75	402
j800 (19)	20	62	10	92
j900 (20)	158	150	30	338
jB (21)	108	63	60	231
FIC (22)	1274	1610	489	3373
yaFIC (23)	17	85	68	170
LARGE PRINT (24)	39	54	17	110
jFIC (25)	265	334	84	683
jE (26)	2144	1399	490	4033
jER (27)	772	142	82	996
Magazines (28)	1373	614	353	2340
Games/Toys (29)	2	4	0	6
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	66	213	48	327
jCassettes (33)	72	97	48	217
Compact Discs (34)	226	283	218	727
jCompact Discs (35)	5	3	1	9
Sound Recordings (36)	8	25	1	34
jSound Recordings (37)	2	31	1	34
Software (38)	0	0	0	0
Vertical File (39)	380	87	2	469
Equipment (40)	0	2	0	2
yapFIC (41)	231	132	78	441
jpFIC (42)	246	200	43	489
Reference (43)	50	87	15	152
Genealogy (44)	0	1	0	1
jMagazines (45)	90	57	14	161
VHS (46)	794	1096	559	2449
Free reads	314	355	132	801
Puzzles			4	4
Talking books				0
Assignment shelf books		20		20
TOTAL	11592	10094	4014	25700

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
February 1996

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	5918	6164	2476	14558
Total registered	6042	6250	2522	14814
Non-resident, paying	34	40	3	77
PLAC card users	1	2	0	3
Reciprocal borrowers	138	59	8	205
XX				
INTRALIBRARY LOANS FILLED	244	224	82	550
LOCAL HISTORY				
In person	5	23		28
Letters written		3		3
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	22	81	41	144
Computer software used	22	69	48	139
VCR Use	4	5	1	10
Microforms		81		81
CD ROM software used		45	4	49
Public use of FAX service	14	12		26
Typewriter use	6	7	4	17
Other equipment used	3	4		7
OTHER LIBRARY SERVICES USED				
Walking book visits	5	3		8
Notarized documents	3			3
Meeting Room Use (number of groups)	28	39	15	82
Study room use	13	30		43
Ref book/vf copies made	147	34	24	205
XX				
INTERLIBRARY LOANS				
Requests made for:	57	85	20	162
Items rec'd for:	48	83	14	145
Items outstanding:	9	2	6	17
Items from Indiana libraries	26	60	9	95
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries				0

CIRCULATION STATISTICS

February 1996						DEMOTTE					RENSSELAER					WHEATFIELD					SYSTEM	
		Added		Withdraw		CIRC- ULA- TION	Added		Withdraw		CIRC- ULA- TION	Added		Withdraw		CIRC- ULA- TION	TOTAL: CIRCULA- TION					
V	T	V	T	V	T		V	T	V	T		V	T	V	T							
O	I	O	I	O	I		O	I	O	I		O	I	O	I							
L	T	L	T	L	T		L	T	L	T		L	T	L	T							
U	L	U	L	U	L		U	L	U	L		U	L	U	L							
M	E	M	E	M	E		M	E	M	E		M	E	M	E							
E	S	E	S	E	S	E	S	E	S	E	S	E	S	E	S	E	S					
XX																						
ADULT BOOKS																						
Fiction	46	46	2	1	1875	42	42	0	0	2236	58	58	0	0	784	4895						
Nonfiction	88	43	1	0	2323	66	47	50	15	2220	32	20	11	4	872	5415						
CHILDREN'S BKS																						
Fiction	6	6	0	0	3427	17	17	62	56	2075	10	10	0	0	699	6201						
Nonfiction	48	48	0	0	949	34	30	220	38	1051	21	21	5	1	410	2410						
MAGAZINES, ADT					1373						614						353	2340				
MAGAZINES, CH					90						57						14	161				
GRAPHIC MAT'L					2						4						4	10				
MICROFORMS																	0					
SOUND RE/ADUL	6	6	9	4	300	27	27	2	0	521	7	7	0	0	267	1088						
SOUND REC., CH	0	0	0	0	79	0	0	0	0	131	1	1	0	0	50	260						
CD ROM SOFTWF	0	0	0	0		0	0	0	0		0	0	0	0		0						
SOFTWARE																0						
VERTICAL FILE					380					87					2	469						
VHS	10	10	1	0	794	24	24	0	0	1096	15	15	0	0	559	2449						
EQUIPMENT					0					2					0	2						
TOTAL	204	159	13	5	11592	210	187	334	109	10094	144	132	16	5	4014	25700						
XX																						
PERCENT INCREASE/DECREASE					25.3%						1.5%						-17.3%					
END OF MONTH:					DEMOTTE	RENSSELAER					WHEATFIELD											
Total Materials Owned					33400	47067					24807											
Total Titles Owned					31239	43468					22681											
Daily Avg Circulation					464	404					161											
XX																						
MONTHLY SYSTEM STATISTICS					1995	1996					% change											
Circulation					24046	25700					7%											
Jan. to date circulation					46070	50194					9%											

CIRCULATION BY PATRON CODE

February 1996

PATRONS	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	1322	12.2%	1372	14.4%	521	13.5%	3215	13.3%
Adult Female (1)	5870	54.1%	4289	44.9%	2299	59.5%	12458	51.4%
Juvenile 0-11 (2)	1968	18.1%	1368	14.3%	486	12.6%	3822	15.8%
YA 12-17 (3)	815	7.5%	749	7.8%	319	8.3%	1883	7.8%
Nonresident No Fee (4)	103	0.9%	441	4.6%	2	0.1%	546	2.3%
Board/Staff (5)	359	3.3%	597	6.3%	232	6.0%	1188	4.9%
School (6)	0	0.0%	140	1.5%	0	0.0%	140	0.6%
St. Joseph College (7)	2	0.0%	97	1.0%	0	0.0%	99	0.4%
State Library Card (8)	2	0.0%	0	0.0%	0	0.0%	2	0.0%
Nonresident Fee (9)	94	0.9%	197	2.1%	0	0.0%	291	1.2%
Corporate (10)	0	0.0%	127	1.3%	0	0.0%	127	0.5%
Reciprocal (11)	316	2.9%	170	1.8%	3	0.1%	489	2.0%
Total	10851		9547		3862		24260	
Total items borrowed by nonresidents	517	4.8%	1045	10.9%	5	0.1%	1567	6.5%

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
February 1996

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	27	17		44
Number attending	539	239		778
YA Programs (14-17)	3	8		11
Number attending	89	115		204
Adult Programs	1	6	4	11
Number attending	26	131	42	199
Senior Citizen Programs	1	1	1	3
Number attending	21	9	17	47
 TOTAL NO. OF PROGRAMS	 32	 32	 5	 69
TOTAL PERSONS ATTENDING	675	494	59	1228

MEMORANDUM

Library Behavior Procedures

Summary: We would like approval to ban a misbehaving person from the library.

Discussion: Procedures are developed by *staff* to guide staff in following library policies which are created by the *Board*. In this case, the procedure could result in a person being banned from the library for a period of time. The staff needs to know that the Board will back them if they need to take this step. For this reason, I would like board approval for this procedure.

Disruptive patrons create great stress for staff, who do not like the role of policing people and who may not be assertive enough to feel comfortable asking someone to quiet down, asking a parent to control his/her child or asking someone to leave the library. It is for this reason that our last Staff Development Day dealt with problem patrons--and this spring's Staff Development Day will provide assertiveness training.

In the past, staff have warned people continuously, but seldom asked anyone to leave. Some patrons will not heed warnings which have no teeth. For this reason, the staff recommends banning a person from the library for one month if they do not heed two warnings. If, upon return to the library, they again become disruptive, after one warning they will be banned for 6 months.

Usually those not heeding warnings are older children who are using the library as a visiting place, disrupting persons who are here to study and requiring constant supervision by staff. They may be running around the library, talking loudly, using inappropriate language, etc.

This "two warnings and out" rule would not apply to more serious problems such as fighting, vandalism or abusive or threatening behavior. A person is asked to leave immediately upon those occasions.

Our staff has determined that this procedure will give staff the authority and backing to maintain order in the library, making the library safe and comfortable for other patrons.

Next steps: I would like the board to discuss this procedure, realizing that, if they approve it, they *could* have a disgruntled parent to deal with at some later time. (Surprisingly, no parent has ever argued against our banning a child, to this point.)

Vote: To approve the Library Behavior Procedures as written.

LIBRARY BEHAVIOR POLICY

The Public Library is open to all to provide access to the information, ideas and meeting rooms therein. No individual or group has the right to interfere with anyone else's right to use the library.

Persons failing to follow the Library's behavior rules will be asked to leave.

PLEASE

No eating or drinking (except in meeting rooms)

No use of tobacco products

No running, throwing, fighting

No loud or abusive language

No bicycles, rollerblades or skates used in the library

No sleeping in the library

No soliciting except in support of the library and sanctioned library activities

Soliciting includes such actions as selling items, begging, circulating petitions, distributing printed material, conducting surveys.

No animals except guide dogs

Parents/ guardians are responsible for their children's behavior while children are in the library or on library property. Children age seven and under may not be left unattended in the library.

Vandalism to library property will result in suspension of library borrowing privileges, as well as in criminal prosecution.

8/94; reviewed 9/95

Library Behavior Procedures

Children Left at Library at Closing Time

Let children use the phone to call for a ride 15 minutes before the library closes.

If a child 12 years of age or younger is left at the library at the time of closing, wait 15 minutes with the child. If not picked up by then, call local police department to pick the child up. NEVER give the child a ride home.

Disruptive Behavior

Definition: If a person is causing harm to him/herself or to the library or distracting patrons or staff members, the behavior is disruptive.

If a person is being disruptive, give a verbal warning. At that time, inform the rest of the staff of the action. This will be a 1ST WARNING.

If the same person is again disruptive, give a verbal warning. At that time, inform the rest of the staff of the action. This will be a 2ND WARNING.

If the same person is disruptive for the third time the same day, s/he will be asked to leave the library, and not allowed back into the library for one month. At this time, an incident report will be filed (see 2.1e) and, if the person is not an adult, his/her parents will be called. A copy of the incident report will be sent to the Director and a copy put on file at the library where the incident occurred.

If a person refuses to leave the library at this point, local police should be called immediately.

If, after one month, the same person returns to the library, s/he will be given a warning after the first time s/he is disruptive. The person will be told that a second disruption will result in a six month ban from the library. After that, if s/he is again disruptive that same day, s/he will be banned from the library for six months.

In cases of serious infringement of library behavior policy, such as fighting, abuse of another person or vandalism, persons may be asked to leave immediately without warning. In these cases, the Agency Librarian will determine what further action is needed, and the length of time the person is banned from the library. The Agency Librarian will contact the person or persons at home to notify them of action to be taken.

Incident Report

Date: _____ Time: _____ Library _____

Staff involved (include witnesses):

Patrons involved, including witnesses (list names, addresses, phones, if known):

Others involved (such as police):

Description of incident:

Action taken:

Signed _____ (Staff member)

JCPL FINANCIAL STATEMENT

FEBRUARY 29, 1996

	<u>Beginning 1996 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$371,628.76	\$7,833.52	\$13,594.63	\$70,248.71	\$142,395.55	\$242,827.84
Investments \$95,000.00						
Public Library Access Card Fund	\$51.00	\$20.00	\$40.00	\$0.00	\$51.00	\$40.00
Gift Fund	\$3,077.85	\$165.00	\$170.00	\$101.78	\$101.78	\$3,146.07
DeMotte	\$1,488.44	\$0.00	\$0.00	\$0.00	\$0.00	\$1,488.44
Rensselaer	\$926.14	\$165.00	\$170.00	\$101.78	\$101.78	\$994.36
Wheatfield	\$663.27	\$0.00	\$0.00	\$0.00	\$0.00	\$663.27
Bond & Interest Redemption Fund	\$134,858.07	\$0.00	\$0.00	\$0.00	\$0.00	\$134,858.07
Investments \$130,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library Improvement Reserve Fund	\$28,728.73	\$0.00	\$0.00	\$0.00	\$0.00	\$28,728.73
Investments						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$8,279.46	\$0.00	\$0.00	\$0.00	\$0.00	\$8,279.46
Satellite Fund	\$1,446.00	\$40.00	\$180.00	\$223.14	\$223.14	\$1,402.86
Construction Fund	\$9,991.26	\$0.00	\$155.04	\$0.00	\$0.00	\$10,146.30
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
Employee Health Insur.	\$191.15	\$28.06	\$28.06	(\$213.50)	(\$503.12)	\$722.33
Employee P.E.R.F.	\$2,718.28	\$0.00	\$0.00	(\$1,005.55)	\$766.38	\$1,951.90
TOTAL ALL FUNDS.....	\$561,170.56	\$8,086.58	\$14,167.73	\$69,354.58	\$143,034.73	\$432,303.56

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
29 Feb 96

1.	BANK ONE CHECKING	75918.42
2.	BANK ONE-CONSTRUCTION FUND SAV	10146.30
3.	BANK ONE-LIRF	28728.73
4.	FIRST OF AMERICA BANK	26263.56
5.	DEMOTTE STATE BANK	39067.84
6.	INDIANA FEDERAL BANK FOR SAVIN	12156.85
7.	NBD BANK, N.A.	11359.95
8.	FIRST FEDERAL SAVINGS BANK	3661.91
9.	IND.FEDERAL CD#9100055654	125000.00
10.	IND.FEDERAL CD#9100055646	100000.00
11.		.00
12.		.00
13.		.00
14.		.00
15.	IND.FEDERAL CD#9100005606	.00
TOTAL ALL BANK ACCOUNTS		432303.56

REPORT FOR REGISTER OF INVESTMENTS
 OPEN INVESTMENTS AS OF 29 Feb 96

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
APR 96	9100055646	IN.FEDERAL	60 DAY	100000.00	5.15	OPER-BIRF	13 FEB 96	.00	OPER-95000;BIRF-5000
12 JUN 96	9100055654	IN.FEDERAL	120 DAY	125000.00	5.20	BIRF	13 FEB 96	.00	
--TOTALS--				225000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
 CLOSED INVESTMENTS AS OF 29 Feb 96

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
13 FEB 96	9100005606	IN.FEDERAL BA	91 DAY	300000.00	5.67	OPER-LIRF-B	14 NOV 95	4240.85	
--TOTALS--				300000.00				4240.85	

APPROPRIATION REPORT

----- JASPER COUNTY PUBLIC LIBRARY -----

29 Feb 96

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	39915.00	3326.26	6603.12	33311.88	16.5
1.12	SALARY OF ASSISTANTS	414221.00	33815.37	64921.41	349299.59	15.7
1.13	WAGES OF JANITORS	28785.00	2344.74	4393.60	24391.40	15.3
1.21	EMPLOYER'S SHARE-FICA	36943.00	3020.74	5807.76	31135.24	15.7
1.22	UNEMPLOYMENT COMPENSATION	2789.00	.00	335.09	2453.91	12.0
1.23	EMPLOYER'S CONTRIB.- PERF	22394.00	.00	5436.48	16957.52	24.3
1.24	EMPLOYER'S CONTRIB.- INS.	14400.00	433.55	433.55	13966.45	3.0
1.31	OTHER PERSONAL SERVICES	1000.00	221.40	221.40	778.60	22.1
2.11	OFFICIAL RECORDS	950.00	.00	.00	950.00	.0
2.12	STATIONERY AND PRINTING	650.00	.00	244.50	405.50	37.6
2.13	OTHER OFFICE SUPPLIES	4200.00	635.09	682.74	3517.26	16.3
2.21	CLEANING & SANITATION SUPPLIES	4500.00	450.70	688.14	3811.86	15.3
2.22	FUEL, OIL & LUBRICANTS	20.00	1.97	1.97	18.03	9.9
2.23	OTHER OPERATING SUPPLIES	3800.00	751.56	751.56	3048.44	19.8
2.31	BUILDING MATERIALS & SUPPLIES	650.00	69.22	69.22	580.78	10.6
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	.00	200.00	.0
2.33	REPAIR PARTS	300.00	60.73	60.73	239.27	20.2
2.41	LIBRARY SUPPLIES	4500.00	384.61	424.00	4076.00	9.4
2.42	AUTOMATION SUPPLIES	4200.00	997.10	1840.95	2359.05	43.8
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	1250.00	.00	.00	1250.00	.0
3.14	OTHER PROFESSIONAL SERVICES	4400.00	.00	1019.44	3380.56	23.2
3.21	TELEPHONE	29000.00	2010.73	3824.22	25175.78	13.2
3.22	POSTAGE	6600.00	750.40	1159.40	5440.60	17.6
3.23	TRAVELING EXPENSE	4000.00	162.00	207.75	3792.25	5.2
3.24	PROFESSIONAL MEETINGS	6000.00	30.00	769.00	5231.00	12.8
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.31	ADVERTISING & PUBLIC NOTICES	900.00	.00	64.86	835.14	7.2
3.32	OTHER PRINTING	400.00	.00	.00	400.00	.0
3.41	OFFICIAL BONDS	250.00	.00	.00	250.00	.0
3.42	OTHER INSURANCE	16000.00	50.00	60.00	15940.00	.4
3.51	GAS	25000.00	2430.96	5464.72	19535.28	21.9
3.52	ELECTRICITY	58000.00	3386.04	8251.48	49748.52	14.2
3.53	WATER	1200.00	41.20	107.15	1092.85	8.9
3.54	WASTE DISPOSAL SERVICES	2000.00	225.22	386.64	1613.36	19.3
3.61	BUILDING & STRUCTURES	30000.00	6870.66	8679.11	21320.89	28.9
3.62	EQUIPMENT	4000.00	367.50	367.50	3632.50	9.2
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	33.95	75.90	149.10	33.7
3.91	DUES	2000.00	900.00	940.00	1060.00	47.0
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	40000.00	.00	.00	40000.00	.0
3.95	SERVICE CONTRACTS	9180.00	783.38	1260.22	7919.78	13.7
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	36400.00	188.00	308.00	36092.00	.8
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	20195.53	.00	2784.00	17411.53	13.8
4.51	BOOKS	124000.00	5055.20	11490.21	112509.79	9.3
4.52	PERIODICALS & NEWSPAPERS	37000.00	27.97	1732.57	35267.43	4.7
4.53	NONPRINTED MATERIALS	22000.00	422.46	527.16	21472.84	2.4
	-TOTAL-	1064587.53	70248.71	142395.55	922191.98	13.4

CHANGES TO APPROPRIATION REPORT
DATE 29 Feb 96

Fund/Account No	Date	Amount	Explanation
100-4.4	02 Jan 96	2095.53	ENCUMBERED 1995 FUNDS-BD.ACTION
200.07-1.1	13 Feb 96	28.06	OVERPAYMENT OF PREMIUM-RUSHER

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 29 Feb 96

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
Transfer	00248	JASPER COUNTY PUBLIC LIBRARY	300000.00	13 FEB 96	CD #9100005606 MATURED
014618	00247	JASPER COUNTY PUBLIC LIBRARY	225000.00	13 FEB 96	PURCHASE 60 DAY CD-\$100,000 PURCHASE 120 DAY CD-\$125,000
005213	00224	MARLENE BEEDLE	402.82	09 FEB 96	PAYROLL
005214	00236	YVONNE J. BEEVER	768.43	09 FEB 96	PAYROLL
005215	00242	BELSTRA, COURTNEY B.	94.98	09 FEB 96	PAYROLL
005216	00239	AMY A. BROWN	62.67	09 FEB 96	PAYROLL
005217	00216	GLENDA BROWN	603.61	09 FEB 96	PAYROLL
005218	00240	REBECCA S. CARDEN	548.03	09 FEB 96	PAYROLL
005219	00220	RENEE CARR	433.66	09 FEB 96	PAYROLL
005220	00219	LYNN DAUGHERTY	1102.44	09 FEB 96	PAYROLL
005221	00243	KIMBERLY DELGER	72.20	09 FEB 96	PAYROLL
005222	00223	JULIE EISELE	505.88	09 FEB 96	PAYROLL
005223	00210	CHARLOTTE FAGEN	654.09	09 FEB 96	PAYROLL
005224	00246	STEPHANIE D. FILSON	340.52	09 FEB 96	PAYROLL
005225	00233	MOLLY A. GATLIN	83.11	09 FEB 96	PAYROLL
005226	00244	HEEKE, MICHELLE M.	813.15	09 FEB 96	PAYROLL
005227	00237	HEATHER A. HOPP	93.73	09 FEB 96	PAYROLL
005228	00222	ROSE E. HOWARD	623.85	09 FEB 96	PAYROLL
005229	00225	GAIL M. JUNG	659.54	09 FEB 96	PAYROLL
005230	00235	ANGELA M. KARCH	103.89	09 FEB 96	PAYROLL
005231	00217	DIANA KOBY	386.30	09 FEB 96	PAYROLL
005232	00213	JOAN KOPANDA	394.60	09 FEB 96	PAYROLL
005233	00214	KROS, DIANE	541.03	09 FEB 96	PAYROLL
005234	00227	SHARON K. LEWIS	112.48	09 FEB 96	PAYROLL
005235	00232	LOEHRER, KAREN L.	471.32	09 FEB 96	PAYROLL
005236	00245	DIANE M. OPOLSKI	347.98	09 FEB 96	PAYROLL
005237	00215	BONNIE POWELL	436.33	09 FEB 96	PAYROLL
005238	00238	ANNETTE M. PRATT	168.06	09 FEB 96	PAYROLL
005239	00241	LISA RUSHER	366.98	09 FEB 96	PAYROLL
005240	00211	SHARON SCHULENBERG	570.02	09 FEB 96	PAYROLL
005241	00218	EILEEN SPURGEON	121.72	09 FEB 96	PAYROLL
005242	00228	LYNN M. STALBAUM	104.43	09 FEB 96	PAYROLL
005243	00230	JACK STANDISH	325.04	09 FEB 96	PAYROLL
005244	00212	JILL TACHTIRIS	605.11	09 FEB 96	PAYROLL
005245	00234	ELAINE WALING	67.80	09 FEB 96	PAYROLL
005246	00226	WEBSTER, RACHAEL D.	181.50	09 FEB 96	PAYROLL
005247	00221	WHITED, AMBER	400.72	09 FEB 96	PAYROLL
005248	00231	MARGARET M. WOODS	593.49	09 FEB 96	PAYROLL
005249	00229	LEANNE YORK	825.49	09 FEB 96	PAYROLL
005250	00263	MARLENE BEEDLE	402.82	23 FEB 96	PAYROLL
005251	00275	YVONNE J. BEEVER	768.43	23 FEB 96	PAYROLL
005252	00281	BELSTRA, COURTNEY B.	87.06	23 FEB 96	PAYROLL
005253	00278	AMY A. BROWN	50.13	23 FEB 96	PAYROLL
005254	00255	GLENDA BROWN	556.65	23 FEB 96	PAYROLL
005255	00279	REBECCA S. CARDEN	548.03	23 FEB 96	PAYROLL
005256	00259	RENEE CARR	433.66	23 FEB 96	PAYROLL
005257	00258	LYNN DAUGHERTY	1102.44	23 FEB 96	PAYROLL

REGISTER OF CLAIMS
----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET
RENSSELAER, IN 47978-2447

PAGE 2

29 Feb 96

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005258	00282	KIMBERLY DELGER	72.20	23 FEB 96	PAYROLL
005259	00262	JULIE EISELE	465.09	23 FEB 96	PAYROLL
005260	00249	CHARLOTTE FAGEN	654.09	23 FEB 96	PAYROLL
005261	00285	STEPHANIE D. FILSON	314.99	23 FEB 96	PAYROLL
005262	00272	MOLLY A. GATLIN	115.92	23 FEB 96	PAYROLL
005263	00283	HEEKE, MICHELLE M.	813.15	23 FEB 96	PAYROLL
005264	00276	HEATHER A. HOPP	81.20	23 FEB 96	PAYROLL
005265	00261	ROSE E. HOWARD	581.88	23 FEB 96	PAYROLL
005266	00264	GAIL M. JUNG	645.90	23 FEB 96	PAYROLL
005267	00274	ANGELA M. KARCH	87.95	23 FEB 96	PAYROLL
005268	00256	DIANA KOBY	386.30	23 FEB 96	PAYROLL
005269	00252	JOAN KOPANDA	429.07	23 FEB 96	PAYROLL
005270	00253	KROS, DIANE	541.03	23 FEB 96	PAYROLL
005271	00266	SHARON K. LEWIS	112.48	23 FEB 96	PAYROLL
005272	00271	LOEHRER, KAREN L.	438.06	23 FEB 96	PAYROLL
005273	00284	DIANE M. OPOLSKI	276.43	23 FEB 96	PAYROLL
005274	00254	BONNIE POWELL	403.47	23 FEB 96	PAYROLL
005275	00277	ANNETTE M. PRATT	126.50	23 FEB 96	PAYROLL
005276	00280	LISA RUSHER	322.48	23 FEB 96	PAYROLL
005277	00250	SHARON SCHULENBERG	520.93	23 FEB 96	PAYROLL
005278	00257	EILEEN SPURGEON	152.15	23 FEB 96	PAYROLL
005279	00267	LYNN M. STALBAUM	92.35	23 FEB 96	PAYROLL
005280	00269	JACK STANDISH	349.04	23 FEB 96	PAYROLL
005281	00251	JILL TACHTIRIS	556.37	23 FEB 96	PAYROLL
005282	00273	ELAINE WALING	80.99	23 FEB 96	PAYROLL
005283	00265	WEBSTER, RACHAEL D.	175.70	23 FEB 96	PAYROLL
005284	00260	WHITED, AMBER	324.62	23 FEB 96	PAYROLL
005285	00270	MARGARET M. WOODS	550.34	23 FEB 96	PAYROLL
005286	00268	LEANNE YORK	825.49	23 FEB 96	PAYROLL
014549	00141	ACE HARDWARE	12.50	12 FEB 96	GUTTER SCREENS-DEMOTTE
014550	00142	ACORDIA PERSONAL BENEFITS, I	280.98	12 FEB 96	QTLY. PREMIUM-EISELE
014551	00143	AFFORDABLE COMMUNICATIONS	210.00	12 FEB 96	PHONE REPAIRS-RENS.
014552	00144	AMBER WHITED	35.00	12 FEB 96	MILEAGE-CAREER TRACK SEMINAR
014553	00145	AMERICAN LIBRARY ASSOCIATION	870.00	12 FEB 96	MEMBERSHIP DUES-1996
014554	00146	ASSOCIATED LIBRARIES, INC.	29.63	12 FEB 96	BOOKS
014555	00147	AVC CORPORATION	188.00	12 FEB 96	SERVICE AGREEMENT-FEB & MARC
014556	00148	BAKER & TAYLOR	3270.94	12 FEB 96	BOOKS, VIDEOS, GIFT & LEASE
014557	00149	BAKER & TAYLOR BOOKS	314.41	12 FEB 96	BOOKS-CONTINUATIONS
014558	00150	BAKER & TAYLOR ENTERTAINMENT	114.65	12 FEB 96	VIDEOS
014559	00151	BETTER CONTAINERS MFG. CO. I	165.60	12 FEB 96	LIBRARY BAGS-DEMOTTE
014560	00152	BIERMA HARDWARE, INC.	39.19	12 FEB 96	ICE MELT, OIL, JAN.SUPPLIES
014561	00153	BRODART CO.	33.36	12 FEB 96	MENDING TAPE
014562	00154	CAROL BACHMAN	16.16	12 FEB 96	T.S.YEAR-END BACKUP ASSISTAN
014563	00155	CENTRAL STATES SALES CORPORA	277.69	12 FEB 96	FLOOD LIGHTS & PROJECTOR BUL
014564	00156	CHARLOTTE FAGEN	73.25	12 FEB 96	MILEAGE TO MEETINGS, KV WINDOWS COMPUTER COURSE
014565	00157	CHIEF, CDS	50.00	12 FEB 96	T.S. BOOKS
014566	00158	COAST TO COAST	6.79	12 FEB 96	DUSTER-JANITOR SUPPLIES

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 29 Feb 96

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014567	00159	CONSOLIDATED INSURANCE AGENC	50.00	12 FEB 96	DIANE OPOLSKI NOTARY BOND
014568	00160	CUSTOM LAWN CARE	117.50	12 FEB 96	SNOW REMOVAL-RENS.
014569	00161	DIANE KROS	15.00	12 FEB 96	MILEAGE TO MEETINGS
014570	00162	DIANE OPOLSKI	11.00	12 FEB 96	MILEAGE
014571	00163	ENTRE COMPUTER CENTER	125.00	12 FEB 96	REPAIRS TO CD-ROM TOWER-RENS
014572	00164	FACTS ON FILE, INC.	70.56	12 FEB 96	BOOKS
014573	00165	FASE'S	52.50	12 FEB 96	REDOUT-DEMOTTE
014574	00166	GAIL JUNG	24.34	12 FEB 96	DEMOTTE PETTY CASH
014575	00167	GAYLORD BROS.	226.75	12 FEB 96	GALAXY HARDWARE, SCANNER CAB MAGAZINE FILE CASES
014576	00168	HANSEN'S SNOW REMOVAL	1630.00	12 FEB 96	SNOW REMOVAL-DEMOTTE-DEC & J
014577	00169	HIGHSMITH CO. INC.	466.40	12 FEB 96	CONTACT PAPER
014578	00170	HHH WOODLAND COMMITTEE	76.00	12 FEB 96	BOOKS
014579	00171	HP PRODUCTS CORP.	713.27	12 FEB 96	ICE MELT, CLEANING SUP., VACUUM REPAIR PARTS
014580	00172	INCOLSA	200.00	12 FEB 96	SOARING TO EXCELLENCE TELECO
014581	00173	INDIANA HISTORICAL SOCIETY	30.00	12 FEB 96	ONE YR.MEMBERSHIP-DEMOTTE
014582	00174	INFORMATION/REFERENCE GROUP	91.75	12 FEB 96	SOMETHING ABOUT THE AUTHOR,V
014583	00175	JULIE EISELE	11.00	12 FEB 96	MILEAGE TO MEETING
014584	00176	KOLORTECH, INC.	228.30	12 FEB 96	FLUORESCENT BULBS
014585	00177	MARGE HOHNER	13.00	12 FEB 96	MILEAGE TO JANUARY BOARD MTG
014586	00178	LDOS WORLDCOM	841.04	12 FEB 96	LONG DISTANCE CARRIER & DATA
014587	00179	NETGUIDE	14.97	12 FEB 96	MAGAZINE SUBSCRIPTION-1 YR
014588	00180	NETNITCO	67.50	12 FEB 96	INTERNET LINE
014589	00181	NORTHWESTERN INDIANA TELEPHO	144.47	12 FEB 96	TELEPHONE-DEMOTTE
014590	00182	OOMS DISPOSAL SERVICE INC.	90.00	12 FEB 96	TRASH REMOVAL-DEMOTTE-6 MONT
014591	00183	PERMA-BOUND	58.59	12 FEB 96	BOOKS
014592	00184	PHILIP N. HOWARD	90.00	12 FEB 96	SNOW REMOVAL-WHEATFIELD
014593	00185	POSTMASTER	24.00	12 FEB 96	P.O. BOX RENTAL-WHEATFIELD
014594	00186	POSTMASTER GENERAL	730.00	12 FEB 96	2000 SELF-STICK 32 CENT STAM 200-20 CENT STAMPS 100-50 CENT STAMPS
014595	00187	PRECISION CONTROL SYSTEMS, I	3787.43	12 FEB 96	REPAIRS TO LEAKING PIPES & R OUTSIDE AIR DAMPER ACTUATOR-
014596	00188	QUILL	601.73	12 FEB 96	TAPE, COMP.& TYPE RIBBONS, B LEGAL PADS, GLUE STICKS,ENVE LABELS, ETC.
014597	00189	REBECCA CARDEN	25.41	12 FEB 96	CRAFT SUPPLIES-RENS. CHILDRE
014598	00190	REED REFERENCE PUBLISHING	157.56	12 FEB 96	CHILD.BIP-1996
014599	00191	REGENT BOOK CO., INC.	10.82	12 FEB 96	BOOK
014600	00192	REVCO D.S., INC.	13.00	12 FEB 96	SUNDAY PAPER-TO 12/17/95
014601	00193	ROHAN SERVICE AGENCY OF SO.B	1245.73	12 FEB 96	REPLACE PUMP & MOTOR ON BOIL
014602	00194	SAINT JOSEPH COLLEGE	114.24	12 FEB 96	WORK STUDY PROGRAM '95-SANDR
014603	00195	SCHULTZ TV & ELECTRONICS	32.50	12 FEB 96	REPAIRS TO SOUND SYSTEM-WHEA
014604	00196	SECURITY COURIERS CORP.	783.38	12 FEB 96	COURIER SERVICE-1/5-2/2/96
014605	00197	STECK-VAUGHN COMPANY	683.40	12 FEB 96	BOOKS
014606	00198	SUDANCO AFFORDABLE ALTERNATI	947.10	12 FEB 96	THERMAL RECEIPT PAPER
014607	00199	TEETERS CULLIGAN	9.95	12 FEB 96	FEBRUARY COOLER RENTAL-WH.

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 29 Feb 96

PAGE 4

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014608	00200	TERRA PRODUCTIONS	55.40	12 FEB 96	VIDEOS
014609	00201	TOWN OF DEMOTTE, c/o DEMOTTE	40.72	12 FEB 96	SEWAGE-DECEMBER SERVICE-DEM.
014610	00202	TYSEN'S COUNTRY GROCERY, INC	5.41	12 FEB 96	CHILDREN PROGRAMS-DEMOTTE
014611	00203	VIRGINIA VIS	91.00	12 FEB 96	DUST SHELVING-DEMOTTE
014612	00204	WAL-MART STORES, INC.	140.77	12 FEB 96	VIDEOS, CHILDREN PROGRAM SUP
014613	00205	WILCO PICK & SAVE	23.14	12 FEB 96	SATELLITE PROGRAM-HOSPITALIT
014614	00206	YVONNE BEEVER	33.75	12 FEB 96	MILEAGE
014615	00207	BANK ONE	4928.20	09 FEB 96	FICA & FED TAXES WITHHELD LE
014616	00208	INDIANA DEFERRED COMPENSATIO	262.67	09 FEB 96	WITHHELD FROM 09 FEB 96 PAYR DAUGHERTY,KOPANDA,KOORY,SCHUL
014617	00209	ACORDIA PERSONAL BENEFITS, I	194.55	09 FEB 96	QTLY PREMIUM-HOWARD
014619	00286	BANK ONE	4710.33	23 FEB 96	FICA & FED TAXES WITHHELD LE
014620	00287	INDIANA DEFERRED COMPENSATIO	262.67	23 FEB 96	WITHHELD FROM 23 FEB 96 PAYR DAUGHERTY,KOPANDA,SCHULENBER
014621	00288	INDIANA DEPARTMENT OF REVENUE	1649.82	23 FEB 96	STATE & COUNTY TAX WITHELD F
014622	00289	CITY OF RENSSELAER	2663.20	23 FEB 96	RENSSELAER UTILITIES-JANUARY
014623	00290	NIPSCO	3289.50	23 FEB 96	DEMOTTE & WHEATFIELD UTILITE
014624	00291	UNITED TELEPHONE COMPANY	957.72	23 FEB 96	WHEATFIELD & RENSSELAER PHON

--TOTAL AMOUNT OF CLAIMS-- 594354.58

Transferred from First Of America Bank to Bank One Checking to satisfy State Depository Laws...	\$13450.84
Transferred from DeMotte State Bank to Bank One Checking to satisfy State Depository Laws...	\$20145.64
Transferred from NBD Bank to Bank One Checking to satisfy State Depository Laws...	\$ 5555.07
Transferred from Indiana Federal Bank for Savings to Bank One Checking to satisfy State Depository Laws...	\$ 5901.48
Transferred from First Federal Savings Bank to Bank One Checking to satisfy State Depository Laws...	\$ 1761.97
Transferred from Bank One Checking to new Bank One-LIRF account per Board Meeting of 1/15/96...	\$28728.73

15

[illegible]

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 08 Mar 96

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005287	00386	MARLENE BEEDLE	362.53	08 MAR 96	PAYROLL
005288	00398	YVONNE J. BEEVER	768.43	08 MAR 96	PAYROLL
005289	00404	BELSTRA, COURTNEY B.	111.54	08 MAR 96	PAYROLL
005290	00401	AMY A. BROWN	91.90	08 MAR 96	PAYROLL
005291	00378	GLENDA BROWN	509.71	08 MAR 96	PAYROLL
005292	00402	REBECCA S. CARDEN	548.03	08 MAR 96	PAYROLL
005293	00382	RENEE CARR	388.38	08 MAR 96	PAYROLL
005294	00381	LYNN DAUGHERTY	1102.44	08 MAR 96	PAYROLL
005295	00405	KIMBERLY DELGER	75.99	08 MAR 96	PAYROLL
005296	00385	JULIE EISELE	434.50	08 MAR 96	PAYROLL
005297	00372	CHARLOTTE FAGEN	654.09	08 MAR 96	PAYROLL
005298	00408	STEPHANIE D. FILSON	289.45	08 MAR 96	PAYROLL
005299	00395	MOLLY A. GATLIN	64.63	08 MAR 96	PAYROLL
005300	00406	HEEKE, MICHELLE M.	795.98	08 MAR 96	PAYROLL
005301	00399	HEATHER A. HOPP	77.03	08 MAR 96	PAYROLL
005302	00384	ROSE E. HOWARD	501.71	08 MAR 96	PAYROLL
005303	00387	GAIL M. JUNG	645.90	08 MAR 96	PAYROLL
005304	00397	ANGELA M. KARCH	96.59	08 MAR 96	PAYROLL
005305	00379	DIANA KOBY	386.30	08 MAR 96	PAYROLL
005306	00375	JOAN KOPANDA	383.13	08 MAR 96	PAYROLL
005307	00376	KROS, DIANE	541.03	08 MAR 96	PAYROLL
005308	00389	SHARON K. LEWIS	96.40	08 MAR 96	PAYROLL
005309	00394	LOEHRER, KAREN L.	454.67	08 MAR 96	PAYROLL
005310	00407	DIANE M. OPOLSKI	276.43	08 MAR 96	PAYROLL
005311	00377	BONNIE POWELL	359.65	08 MAR 96	PAYROLL
005312	00400	ANNETTE M. PRATT	98.79	08 MAR 96	PAYROLL
005313	00403	LISA RUSHER	349.39	08 MAR 96	PAYROLL
005314	00373	SHARON SCHULENBERG	471.82	08 MAR 96	PAYROLL
005315	00380	EILEEN SPURGEON	30.43	08 MAR 96	PAYROLL
005316	00390	LYNN M. STALBAUM	46.16	08 MAR 96	PAYROLL
005317	00392	JACK STANDISH	288.11	08 MAR 96	PAYROLL
005318	00374	JILL TACHIRIS	556.37	08 MAR 96	PAYROLL
005319	00396	ELAINE WALING	85.39	08 MAR 96	PAYROLL
005320	00388	WEBSTER, RACHAEL D.	140.94	08 MAR 96	PAYROLL
005321	00383	WHITED, AMBER	324.62	08 MAR 96	PAYROLL
005322	00393	MARGARET M. WOODS	482.43	08 MAR 96	PAYROLL
005323	00391	LEANNE YORK	825.49	08 MAR 96	PAYROLL
014626	00293	ALA VIDEO/LIBRARY VIDEO NETW	100.00	11 MAR 96	INSIDE LIBRARIES VIDEO
014627	00294	ALL-PHASE ELECTRIC SUPPLY CO	23.36	11 MAR 96	UNDER THE COUNTER LIGHTS-WH
014628	00292	ACORDIA PERSONAL BENEFITS, I	763.22	11 MAR 96	QTLY PREMIUM-BEEVER, JUNG
014629	00295	AMERICAN MANAGEMENT ASSOCIAT	455.00	11 MAR 96	ANNUAL SECRETARIES BRIEFING
014630	00296	AVC CORPORATION	94.00	11 MAR 96	SERVICE AGREEMENT
014631	00297	BAKER & TAYLOR	3512.99	11 MAR 96	BOOKS/VIDEOS/GIFT BOOKS
014632	00298	BAKER & TAYLOR BOOKS	706.02	11 MAR 96	CONTINUATIONS
014633	00299	BAKER & TAYLOR ENTERTAINMENT	205.29	11 MAR 96	VIDEOS
014634	00300	BEN FRANKLIN	76.05	11 MAR 96	CHILDREN'S SUPPLIES/VIDEOS
014635	00301	BETTY A. HUFF (PAS-TIME BOO	524.10	11 MAR 96	BOOKS
014636	00302	CAVINDER ELEVATORS, INC.	74.00	11 MAR 96	ELEVATOR REPAIR

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 08 Mar 96

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014637	00303	CD ONE STOP	644.54	11 MAR 96	CD'S
014638	00304	CHARLOTTE FAGEN	143.25	11 MAR 96	LIBRARY SUPPLIES/MILEAGE
014639	00305	COAST TO COAST	9.99	11 MAR 96	OTHER OPERATING SUPPLIES
014640	00306	CONSOLIDATED INSURANCE AGENC	1685.00	11 MAR 96	TREASURER & ASST. TREASURER EMPLOYEE DISHONESTY BOND/BOI
014641	00307	CURRENT LEADERS PUBLISHING C	98.00	11 MAR 96	BOOKS
014642	00308	DELPHI PUBLIC LIBRARY	329.00	11 MAR 96	AIRPLANE FARE-PORTLAND,OR
014643	00309	DIANA KOOT	53.08	11 MAR 96	MILEAGE/LIBRARY SUPPLIES/POS
014644	00310	DIANE OPOLSKI	11.00	11 MAR 96	MILEAGE
014645	00311	DUMAS & MORIARTY	112.50	11 MAR 96	LEGAL FEES
014646	00312	EBSCO SUBSCRIPTION SERVICES	2.26	11 MAR 96	PERIODICALS
014647	00313	FASE'S	219.99	11 MAR 96	VCR
014648	00314	GRCI, ATD DIVISION	760.00	11 MAR 96	CD ROM PRODUCTS
014649	00315	GAIL JUNG	12.50	11 MAR 96	MILEAGE
014650	00316	GROLIER PUBLISHING COMPANY	192.86	11 MAR 96	BOOKS
014651	00317	HANSEN'S SNOW REMOVAL	75.00	11 MAR 96	SNOW REMOVAL-FEB-DEMOTTE
014652	00318	HENRY HOLT & COMPANY, INC.	659.98	11 MAR 96	BOOKS
014653	00319	HERITAGE OFFICE PRODUCTS, IN	4113.97	11 MAR 96	MITA COPIER & SERV.CONTRACT-
014654	00320	HIGHSMITH CO. INC.	115.30	11 MAR 96	NCR FORMS, FILE CARD CASE,CD
014655	00321	HP PRODUCTS CORP.	110.03	11 MAR 96	ICE MELT,M-FOLDS,PAPER TOWEL
014656	00322	ILF ANNUAL CONFERENCE	898.00	11 MAR 96	ANNUAL CONFERENCE-4/24 THRU
014657	00323	INCOLSA	50.00	11 MAR 96	MEMBERSHIP-1996
014658	00324	JIL ENTERPRISES	40.00	11 MAR 96	BOOK
014659	00325	JULIE EISELE	71.75	11 MAR 96	MILEAGE-INCOLSA WORKSHOP
014660	00326	KOLORTECH, INC.	228.30	11 MAR 96	FLUORESCENT BULBS
014661	00327	LODS WORLDCOM	920.99	11 MAR 96	DATA LINE & LONG DISTANCE-1/
014662	00328	LERNER PUBLICATIONS CO.	142.48	11 MAR 96	BOOKS
014663	00329	LIBRARY ADMINISTRATOR'S DIGE	39.00	11 MAR 96	PERIODICAL SUBSC.-4/96 THRU
014664	00330	LIBRARY BOOK SELECTION SERV.	231.33	11 MAR 96	BOOKS
014665	00331	LIBRARY VIDEO COMPANY	19.45	11 MAR 96	VIDEO
014666	00332	LYNN DAUGHERTY	63.25	11 MAR 96	POSTAGE, MILEAGE
014667	00333	MARSHALL CAVENDISH CORPORATI	476.95	11 MAR 96	ENCYCLOPEDIAS
014668	00334	MOYER BOOK SALES	9.00	11 MAR 96	BOOKS
014669	00335	N.A.D.A. APPRAISAL GUIDES	50.00	11 MAR 96	OLD CAR APPRAISAL GUIDE-D
014670	00336	NORTHWESTERN INDIANA TELEPHO	156.43	11 MAR 96	TELEPHONE-MARCH-DEMOTTE
014671	00337	PEGGY WOODS	44.20	11 MAR 96	MILEAGE & WORKSHOP
014672	00338	PERFECTION LEARNING CORPORAT	126.68	11 MAR 96	BIG BOOKS
014673	00339	PRECISION CONTROL SYSTEMS, I	341.50	11 MAR 96	HEATING PROBLEMS-RENS.-DEM.R
014674	00340	POST TRIBUNE	80.60	11 MAR 96	NEWSPAPER SUBSC-RENS. 2/96-2
014675	00341	QUALITY BOOKS INC.	11.04	11 MAR 96	BOOK
014676	00342	QUILL	115.52	11 MAR 96	LABELS,RIBBONS,SCISSORS,INDE
014677	00343	RAYBURN HEATING & COOLING	75.31	11 MAR 96	BURST PIPE-DEMOTTE REPAIRS
014678	00344	REED REFERENCE PUBLISHING	157.56	11 MAR 96	SUBJECT GUIDE TO CH.BIP-1996
014679	00345	REGENT BOOK CO., INC.	39.82	11 MAR 96	BOOKS
014680	00346	RENS./REMINGTON CHAMBER OF C	45.00	11 MAR 96	BUSINESS DIRECTORY LISTING
014681	00347	REVCO D.S., INC.	13.00	11 MAR 96	SUNDAY PAPERS
014682	00348	ROHAN SERVICE AGENCY OF SO.B	566.50	11 MAR 96	BOILER HEATING PROBLEMS-DEM.
014683	00349	ROURKE PUBLISHING GROUP	363.55	11 MAR 96	BOOKS

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 11 Mar 96

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014684	00350	SECURITY COURIERS CORP.	715.20	11 MAR 96	TRANSPORT SERV.-2/9/96 TO 3/
014685	00351	STECK-VAUGHN COMPANY	690.89	11 MAR 96	BOOKS
014686	00352	SUDANCO AFFORDABLE ALTERNATI	22.40	11 MAR 96	VIDEO FINE LABELS
014687	00353	TEETERS CULLIGAN	39.65	11 MAR 96	WATER COOLER RENTAL & WATER-
014688	00354	TIME-LIFE EDUCATION	297.26	11 MAR 96	BOOKS
014689	00355	TIMESTEP PLAYERS	48.75	11 MAR 96	DEPOSIT- SUMMER RDG.CH.PROG.
014690	00356	TOWN OF DEMOTTE, c/o DEMOTTE	40.72	11 MAR 96	SEWER SERVICE-DEM.-JANUARY 1
014691	00357	TOWN OF WHEATFIELD SEWER WOR	41.05	11 MAR 96	SEWER SERV.-MARCH-WH.
014692	00358	TYSEN'S COUNTRY GROCERY, INC	41.02	11 MAR 96	BLOO DROP-INS,PELDGE,AIR FRE
014693	00359	UPSTART	405.15	11 MAR 96	SUMMER RDG.PROG. SUPPLIES
014694	00360	VIDETTE-TIMES	122.20	11 MAR 96	NEWSPAPER SUBSC.3/17/96-3/17
014695	00361	VIKING OFFICE PRODUCTS	135.79	11 MAR 96	COPY PAPER,FOLDERS,COMP.RIBB
014696	00362	VIRGINIA VIS	45.50	11 MAR 96	JANITORIAL ASSISTANCE/WH.& D
014697	00363	WAL-MART STORES, INC.	152.46	11 MAR 96	VIDEOS
014698	00364	WALGREEN'S	7.99	11 MAR 96	BLANK TAPES-SATELLITE PROGRA
014699	00365	WILCO PICK & SAVE	26.08	11 MAR 96	PROGRAMMING SUPPLIES-RENS.&
014700	00366	YVONNE BEEVER	11.00	11 MAR 96	MILEAGE
014701	00367	BANK ONE	4531.35	09 MAR 96	FICA & FED TAXES WITHHELD LE
014702	00368	INDIANA DEFERRED COMPENSATIO	262.67	09 MAR 96	WITHHELD FROM 09 MAR 96 PAYR
014703	00369	COURTYARD BY MARRIOTT	180.40	09 MAR 96	DAUGHERTY,KOBY,KOPANDA,SCHUL
014704	00370	ILF ANNUAL CONFERENCE	140.00	09 MAR 96	2 SINGLES-HOTEL ACCOMODATION
014705	00371	NETNITCO	67.50	09 MAR 96	CONF. 4/24/96 (B.LEESTMA & R
014706	00409	KAREN LOEHRER	80.14	11 MAR 96	CONF.FEES-LEESTMA & SOUZA-4/
014707	00410	UNIVERSITY OF WISCONSIN-MADI	530.00	11 MAR 96	INTERNET LINES-APRIL 1996
					EXCESS W/HELD-EMPLOYEE INS.
					LANing THE LIBRARY STUDY COU
					DAUGHERTY REG.#0015 & BEEVER
					DAUGHERTY REG.#0015 & BEEVER
		--TOTAL AMOUNT OF CLAIMS--	43611.04		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 43611.04. Dated 11 MAR 96.

_____	_____
_____	_____
_____	_____
_____	_____

APR

AGENDA

Jasper County Public Library Board of Trustees Monday, April 8, 7:00 PM Rensselaer

Note: Board members wishing to discuss Rensselaer signage will meet at the library before the meeting at 6:30 PM.

Purpose

Opening of meeting

- A. Moment of silence
- B. Approval of agenda format

Action

Approval of Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. Advance Draw (R 3)
- D. Salary ordinance update(R 7)

General Business

- A. Personnel Policy Review (R13-R25)
- B. Building problem update (R3)
- C. Nonresident fee(R 3)
- D. Building signage (R 4)
- E. Future library property needs (R 4)
- F. Library sidewalks (R 5)

Action
Discussion
Action
Action
Discussion
Discussion

Director's Report (R 3 - R5)

Information

Items for future Agendas

Public Forum

Adjournment

MINUTES.....March 11, 1996
 Jasper County Public Library Board Of Trustees Meeting 7:00PM

Present: R. Souza, W. Doty, A-M. Egan, M.L. Casey, B. Leestma, M. Hohner, M. Duggleby, L. Daugherty.

1. **AGENDA:** The Agenda format was approved on a motion by A-M. Egan, seconded by M. Hohner. Motion passed.
2. **CONSENT AGENDA:** Because there were not any salary updates as anticipated, the Salary Ordinance Update was deleted from the Consent Agenda items. B. Leestma moved to accept the Consent Agenda items: February Minutes, Bills/Financial Reports, Fax Policy and Staff Complaint Policy, as presented. M. Duggleby seconded the motion. All were in favor.
3. **LIBRARY STANDARDS:** L. Daugherty will convey the board's concerns on the new Library Standards being proposed by INCOLSA. Most of the present guidelines are slated to become requirements.
4. **BUILDING PROBLEM UPDATE:** After hearing a progress report on the library's building problems, the JCPL Board of Trustees determined that they want all problems resolved by the April 7, 1996 board meeting. In the event that it is impossible to make all corrections by that time, they want a written report stating what adjustments are still needed and when they will take place, with the understanding that all problems will be resolved within 60 days of the March 11, 1996 board meeting. Any air conditioning problems will be addressed as they become apparent in late Spring or early Summer. Our lawyer will write a letter to the parties involved stating the board's demands.

An infrared scan of the two libraries will be made to identify areas of heat loss and determine where adequate insulation is still required. The Board feels it is imperative to identify uninsulated areas in the libraries and correct this situation once and for all.

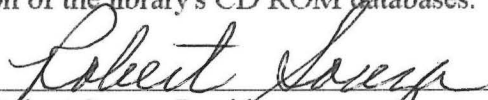
5. **LIBRARY BEHAVIOR PROCEDURE:** Minor changes to the Library Behavior Procedure were made. The verbs *should* and *may* in the seventh and ninth paragraphs were changed to *will*. On a motion by W. Doty, seconded by A-M. Egan, the Library Behavior Procedure was approved as amended.

6. **FUTURE AGENDAS:** Land purchase adjacent to Wheatfield Library; and Library sign at Rensselaer Library. Come a half-hour early (6:30 PM) to the April 8 Board Meeting if you wish to discuss the outdoor library sign at Rensselaer.

The Policy Committee will meet with the Director and Goal's Committee on Monday, March 18, 6:00pm, at the DeMotte Library.

Meeting adjourned at 8:02 on a motion by M. Hohner, seconded by W. Doty. Following adjournment, the Board viewed a demonstration of the library's CD ROM databases.


Attest: Barbara Leestma, Secretary


Robert Souza, President

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
March 1996

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	6042	6250	2522	14814
Borrowers--End of month:	6129	6250	2550	14929
Non-resident, paying	33	40	1	74
PLAC card users	1	2	0	3
Reciprocal borrowers	143	60	8	211
XX				
INTRALIBRARY LOANS FILLED	153	177	81	411
LOCAL HISTORY				
In person	5	14		19
Letters written		2		2
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	17	101	38	156
Computer software used	17	113	53	183
VCR Use	6	3		9
Microforms		143		143
CD ROM software used		67		67
Public use of FAX service	4	6	23	33
Typewriter use	6	3	2	11
Other equipment used		6		6
OTHER LIBRARY SERVICES USED				
Walking book visits	1	5		6
Notarized documents	1	3		4
Meeting Room Use (number of groups)	21	30	17	68
Study room use	11	22		33
Ref book/vf copies made	197	65	53	315
XX				
INTERLIBRARY LOANS				
Requests made for:	40	84	21	145
Items rec'd for:	41	58	12	111
Items outstanding:	-1	26	9	34
Items from Indiana libraries	23	49	8	80
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries				0

CIRCULATION BY PATRON CODE
March 1996

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	1069	10.9%	1095	11.7%	462	11.4%	2626	11.3%
Adult Female (1)	5502	56.3%	4714	50.3%	2475	61.2%	12691	54.7%
Juvenile 0-11 (2)	1765	18.0%	1437	15.3%	606	15.0%	3808	16.4%
YA 12-17 (3)	612	6.3%	650	6.9%	251	6.2%	1513	6.5%
Nonresident No Fee (4)	50	0.5%	431	4.6%	6	0.1%	487	2.1%
Board/Staff (5)	348	3.6%	486	5.2%	233	5.8%	1067	4.6%
School (6)	0	0.0%	92	1.0%	0	0.0%	92	0.4%
St. Joseph College (7)	0	0.0%	53	0.6%	0	0.0%	53	0.2%
State Library Card (8)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee (9)	115	1.2%	179	1.9%	2	0.0%	296	1.3%
Corporate (10)	0	0.0%	80	0.9%	0	0.0%	80	0.3%
Reciprocal (11)	319	3.3%	150	1.6%	10	0.2%	479	2.1%
Total	9780		9367		4045		23192	
Total items borrowed by nonresidents	484	4.9%	905	9.7%	18	0.4%	1407	6.1%

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
March 1996

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	19	15	10	44
Number attending	368	204	119	691
YA Programs (14-17)	0	2		2
Number attending	2	17	1	20
Adult Programs	2	9	4	15
Number attending	20	159	20	199
Senior Citizen Programs	1	1	0	2
Number attending	28	21	3	52
 TOTAL NO. OF PROGRAMS	 22	 27	 14	 63
TOTAL PERSONS ATTENDING	418	401	143	962

WHEATFIELD COLLECTION

MONTH START	MONTH END
----------------	--------------

V O L U M E S	T I T L E S	V O L U M E S	T I T L E S
---------------------------------	----------------------------	---------------------------------	----------------------------

XX

ADULT BOOKS

9434	9379	9506	9451	10561	10386	10606	10430	7391	7286	7445	7340	Fiction
10920	9213	11026	9292	16987	15193	17060	15259	6455	4937	6479	4958	Nonfiction

CHILDREN'S BKS

6937	6820	7000	6884	9018	8617	9079	8678	5437	5340	5489	5392	Fiction
4245	4115	4365	4235	6839	6465	6867	6493	3376	3200	3386	3210	Nonfiction

0 0 MAGAZINES, ADLT
0 0 MAGAZINES, CH

2	2	2	2	388	176	388	176	3	3	3	3	GRAPHIC MAT'L
---	---	---	---	-----	-----	-----	-----	---	---	---	---	---------------

0 0 0 0 0 0 0 0 0 0 MICROFORMS

981	858	981	858	2056	1514	2056	1514	1348	1211	1355	1218	SOUND REC.,ADULT
134	134	134	134	177	177	181	181	35	35	35	35	SOUND REC., CH
5	2	5	2	13	8	13	8	3	3	3	3	CD ROM SOFTWARE
4	2	4	2	90	26	90	26	112	57	112	57	SOFTWARE

738	714	744	720	938	906	942	910	647	609	655	617	VHS
0		0	0	0		0	0			0	0	EQUIPMENT

33400	31239	33767	31580	47067	43468	47282	43675	24807	22681	24962	22833	TOTAL
-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------

XX

Salary Ordinance Changes - March 1996

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library
Phillips, Sharon	Lib. Asst II	\$6.17	\$12,833.60	40	R

Explanation: : Sharon Phillips has been hired to replace Karen Loehrer as a Library Assistant II. Her major duties will be reference and management of the Satellite Program.

<u>Deborah C. C...</u>	<u>Margaret Hohner</u>
<u>Genevieve Egan</u>	<u>Diana Gestwa</u>
<u>William D. Doty</u>	<u>Mary S. Dugglesby</u>
<u>Robert Souza</u>	

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
February 1996

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	27	17	5	49
Number attending	539	239	78	856
YA Programs (14-17)	3	8		11
Number attending	89	115		204
Adult Programs	1	6	4	11
Number attending	26	131	44	201
Senior Citizen Programs	1	1	1	3
Number attending	21	9	17	47
 TOTAL NO. OF PROGRAMS	 32	 32	 10	 74
TOTAL PERSONS ATTENDING	675	494	139	1308

CIRCULATION BY ITEM FINE CODE
March 1996

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	65	46	35	146
100 (1)	70	102	31	203
200 (2)	68	55	22	145
300 (3)	301	336	138	775
400 (4)	8	15	5	28
500 (5)	94	57	29	180
600 (6)	629	539	235	1403
700 (7)	296	267	115	678
800 (8)	55	61	12	128
900 (9)	287	316	92	695
B (10)	131	114	64	309
j000 (11)	5	21	3	29
j100 (12)	11	33	3	47
j200 (13)	24	15	13	52
j300 (14)	99	105	44	248
j400 (15)	9	21	0	30
j500 (16)	231	251	97	579
j600 (17)	130	132	47	309
j700 (18)	133	204	35	372
j800 (19)	21	41	17	79
j900 (20)	108	243	54	405
jB (21)	81	34	51	166
FIC (22)	1378	1700	479	3557
yaFIC (23)	40	76	52	168
LARGE PRINT (24)	32	50	67	149
jFIC (25)	292	410	158	860
jE (26)	1487	1205	710	3402
jER (27)	466	152	82	700
Magazines (28)	1265	594	321	2180
Games/Toys (29)	0	10	0	10
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	121	253	63	437
jCassettes (33)	71	105	35	211
Compact Discs (34)	209	289	204	702
jCompact Discs (35)	5	1	0	6
Sound Recordings (36)	6	6	6	18
jSound Recordings (37)	2	20	1	23
Software (38)	0	0	0	0
Vertical File (39)	240	37	0	277
Equipment (40)	3	4	0	7
yapFIC (41)	275	168	89	532
jpFIC (42)	296	158	42	496
Reference (43)	42	66	12	120
Genealogy (44)	0	0	0	0
jMagazines (45)	106	71	14	191
VHS (46)	867	1086	580	2533
Free reads	600	236	150	986
Puzzles				0
Talking books				0
Assignment shelf books				0
TOTAL	10659	9705	4207	24571

MEMORANDUM

Personnel Policy

Summary: The Policy Committee recommends the approval of changes in the Personnel Policy as noted on pages R15-R25. Changes are noted in boxed sections.

The Committee further recommends that the Library increase its contribution to the Health Insurance of employees by \$10 in 1997, 1998 and 1999. Thus the Library would pay \$90 per month toward an employee's medical insurance in 1997, \$100 per month in 1998, and \$110 per month in 1999.

Discussion: The Task Force assigned to implement Goal 1 of the 5 Year Plan has worked very hard in order to help the library: offer competitive wages and review and upgrade employee benefits. They surveyed 9 local businesses and 6 area public libraries.

Salaries: They found that our library's beginning salaries are not comparable (and they were comparing our 1996 salaries to 1995 salaries elsewhere). This was a major concern noted in our staff survey done in conjunction with our 5 year plan.

The library is fast becoming far more technological than just a few years ago. We have greater expectations of our staff and spend a considerable amount of time, effort and money developing their expertise. We need to reap the benefits of our efforts and *keep* the skilled staff we have trained by compensating them adequately. For this reason, the Task Force and the Policy Committee are recommending a 75 cent per hour raise (50 cents for pages) in 1997 across the board in addition to the normal step increases.

This effort to bring our salaries up to a competitive level will demand that we commit ourselves to this endeavor in 1997, limiting increases in other budget areas. The total increase is well within the scope of anticipated revenues for 1997.

In an effort to *keep* salaries competitive, without periodic jumps in salary which are hard on the budget and hard on staff, they are recommending also that all levels of the salary schedule (except the page classification) be raised 25 cents each year, in addition to the normal step raises. In the year 2000, this policy will again be reviewed by the Board to determine if it has achieved its purpose.

Longevity Pay: The present provision provides between 12 cents and 19 cents per hour increase, depending on years of service. This is less than the rate of inflation and does not encourage the most skilled, loyal and most-depended-on persons on our staff to stay with us.

Sick Leave: Most libraries and businesses allow sick days to accumulate to more than 100 days. We have many employees who, in effect, no longer get a sick leave benefit because they have been at the maximum 60 days for years, using a day or two per year.

Health Insurance: Increasing the library's contribution does not change the policy. It is, however, something that is to be considered by the Board every December, but was not considered last year. It was noted that many libraries pay 80%-99% of employees' health insurance premiums, as are a number of businesses in the area. At present, our employees' monthly premiums range between \$93 and \$145 per month.

Funeral Leave: The Committee recommends that sick time be available *with special approval of supervisor or director* for persons needing extended funeral leave to settle a parent's estate, grieve for the loss of a spouse or child, travel a long distance to a funeral or to attend funerals of non-immediate family members who have been especially close to the employee. (See Benefits Sections 2.8 and 5)

Travel Expense: We have paid 25 cents a mile since 1990. Obviously, costs of gasoline and auto maintenance costs have increased. The Policy Committee now recommends a 30 cents rate. The federal government is now 31 cents; the state is still at 25 cents.

Holidays/Sick Leave: The addition of the phrase "up to a maximum of 8 hours" ensures that a person who may work a 10 hour day cannot count 10 hours of sick time as 1 day or take 10 hours of holiday time while others are only entitled to 8 hours.

Assistant Bookkeeper: This position, which was approved by the Board in 1995 at a beginning rate of \$6.50, was not previously added to the Salary Schedule or the list of salary classifications. That omission has been corrected in the current revision of the policy.

Next Step(s). To discuss the changes to the Policy to determine if the Board agrees with the Policy Committee and Task Force plan.

Votes: To approve the revised Personnel Policy as recommended by the Policy Committee.

To raise the Library's monthly contribution toward an employee's health insurance premium in 1997 to \$90, in 1998 to \$100, and in 1999 to \$110.

PERSONNEL POLICY

DEFINITIONS

1. **Exempt employees** are those who are not covered by the terms of the Fair Labor Standards Act.
2. **The Board of Directors** of the Jasper County Public Library will hereinafter be referred to as "**The Board**".
3. **The Jasper County Public Library** will hereinafter be referred to as "**JCPL**".
4. **Certified employees** are defined as any employees holding or qualifying for any of the five Indiana Library Certification levels.
5. **Non-certified employees** are defined as any employees not holding or qualifying for any of the five Indiana Library Certification levels.
6. A **work week** is defined as Sunday through Saturday.
7. **Overtime** is defined as any time worked over 40 hours per week.
8. The **probationary period** is the first six months of employment, during which a new employee must satisfactorily demonstrate the ability to perform his/her duties.

ADMINISTRATION AND MANAGEMENT

1. The administration and direction of all employees shall be the responsibility of the Director or his/her designee. Hiring of new personnel, promotions, dismissals shall be under the Director's jurisdiction except where the Board has indicated restrictions. The employment of the Director shall be the responsibility of the Board.
2. JCPL is an Equal Opportunity employer and selection of employees is based solely on merit.
3. All employees are employees at will and can be terminated at any time without notice.
4. JCPL shall observe Indiana Library State Certification requirements.

5. Each employee will be evaluated annually in writing. New employees will also be evaluated upon completion of their probationary period. The Director will be evaluated annually in March.
6. Close relatives of Board members or the staff shall not be employed by the Library.

SALARIES

1. Salaries

- 1.1 This salary policy will be reviewed annually to determine whether the classification plan fairly reflects the kind and level of positions needed to effectively operate the library. The review will also determine whether salary ranges are still fair and equitable. Salary obligations made by the Board or by the Director are contingent upon sufficient revenues of the Library.
- 1.2 The Board is responsible for determining the amount of money to be budgeted for salaries and setting the salary of the Director.
- 1.3 The Director is responsible for determining the job classification and salary amounts for each employee subject to board review.

Omit this enclosed section:

1.4 Salary ranges

SALARIED (Based on 40 hours)

Director	To be determined by the Board
Librarian II	22,880-32,240
Librarian I	21,320-26,416
Bus. Mgr/Admin. Assistant	16,120- 22,048
Special Services Librarian	14,664- 19,594
Library Specialist I	14,664- 18,117
Library Specialist II	16,640- 20,613
Library Assistant I	11,440- 15,600
Library Assistant II	12,834- 16,828

HOURLY (based on hourly rate)

Janitor	6.50 - 8.10
Janitor/maintenance	7.00 - 8.65
Clerk	5.00 - 6.59
Page	4.50 - 5.25

1.5 Explanation of Schedule

- 1.5.1 Each position includes several steps within the minimum and maximum stated amounts. New employees will normally be hired at Step 1 in the appropriate classification. The time required to the next step is as follows:

First six months	Step 1	After 5 years	Step 7
Second six months	Step 2	After 6 years	Step 8
After 1 year	Step 3	After 7 years	Step 9
After 2 years	Step 4	After 8 years	Step 10
After 3 years	Step 5	After 9 years	Step 11
After 4 years	Step 6		

- 1.5.2 The first six months of employment is a probationary period. Upon completion of the probationary period, if the employee has received a satisfactory written evaluation, the employee will advance to "Regular Employee" status, moving from Step 1 to Step 2 at the beginning of the next pay period.

- 1.5.3 Thereafter, advances in steps will be awarded in January. By January, an employee must have spent at least 4 months in a 6 month step or 8 months in a 12 month step before being eligible to advance to the next step. Otherwise, the employee remains in his/her present step until the following January.

1.6 Longevity

An employee who reaches the top of his/her salary range would receive longevity pay each year providing he/she is eligible for a salary increase. The amount would be calculated on service years adjusted to full-time equivalence.

The amounts are as follows:

\$250 per year	4-9 years service
\$300 per year	10-14 years service
\$350 per year	15-19 years service
\$400 per year	20 years and above

Replace above paragraphs with the following: An employee who reaches the highest step of his/her classification will receive a 25 cents per hour longevity pay increase each year, providing s/he is eligible for a salary increase.

1.7 Work Performance

An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to advance to the next step or to receive longevity pay.

1.8 Changing Classifications

1.8.1 Moving from one classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.

1.8.2 When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.

1.8.3 Upon promotion, an employee's salary shall immediately be raised to a rate in the new classification which will be above his/her present rate.

Employees who are promoted from one classification to a higher classification shall advance to the next step in January of the following year, if they have spent the requisite 4 or 8 months in their present step. (see 1.5.3 above)

1.9 Salary Classifications

Page: Must be 16 years old. Shelves books, straightens shelves. May also work at the circulation desk.

Clerk: High school graduate. Clerical and typing work. May also work at circulation desk.

Library Assistant I: H.S. graduate. In addition to doing duties of a clerk, will do basic reference work or work in technical services department doing basic materials processing.

Library Assistant II: H.S. graduate with 2 years college or with 3 years library experience or with special technical expertise in a specific area of library operation.

Library Specialist I: 2 years of college or 5 years of library experience and continuing education or special technical expertise in a specific area of library operation.

Responsible for area of library operation requiring extensive independent judgment and responsibility.

Library Specialist II: Same requirements and duties as Library Specialist I except that also has management responsibilities for a building or a major department (adult or youth services or automated systems administration).

Special Services Librarian: College graduate responsible for area of library operation requiring extensive independent judgment and responsibility.

Add: Assistant Bookkeeper: Assists in data entry, payroll, accounts payable and receivable, generation of financial reports

Business manager/Administrative Assistant: Manages business operations of Library System including supply inventory, financial records, general office and secretarial duties.

Janitor: Responsible for cleaning and light maintenance of library building.

Janitor/Maintenance Person: Responsible for cleaning and maintenance of library building.

Librarian I: Bachelor's degree and Indiana library certification. Responsible for one of the areas listed under Librarian II.

Librarian II: MLS degree. Responsible for children's and young adult services, or the operation, administration and management of DeMotte, Rensselaer or Wheatfield Library or the ordering, cataloging and processing of materials for the library system.

Director: MLS degree plus 2-3 years supervisory experience. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

SALARY SCHEDULE											
Effective 1/96											
CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
Page	\$4.50	\$4.75	\$5.00	\$5.25							
Clerk	\$5.00	\$5.25	\$5.67	\$6.09	\$6.59						
Library Assistant I	\$5.50	\$6.00	\$6.40	\$6.80	\$7.20	\$7.50					
Library Assistant II	\$6.17	\$6.49	\$6.89	\$7.29	\$7.69	\$8.09					
Janitor	\$6.50	\$6.50	\$6.85	\$7.25	\$7.65	\$8.10					
Janitor/Maintenance	\$7.00	\$7.00	\$7.35	\$7.75	\$8.15	\$8.65					
Library Specialist I	\$7.05	\$7.05	\$7.37	\$7.71	\$8.05	\$8.39	\$8.71				
Library Specialist II	\$8.00	\$8.00	\$8.38	\$8.77	\$9.16	\$9.54	\$9.91				
Special Services Librarian	\$7.05	\$7.05	\$7.43	\$7.93	\$8.43	\$8.93	\$9.42				
Asst. Bookkeeper	\$6.50	\$6.70	\$6.90	\$7.30	\$7.70	\$8.10					
Bus. Mgr/Admin. Asst	\$7.75	\$7.75	\$8.19	\$8.67	\$9.15	\$9.63	\$10.11	\$10.60			
Librarian 1	\$10.25	\$10.25	\$10.65	\$11.05	\$11.45	\$11.90	\$12.30	\$12.70			
Librarian 2	\$11.00	\$11.00	\$11.50	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50

Adopted 6/93; rev. 4/94; 5/95; 8/95

Add: In 1997, all steps in the "Page" classification in the above Salary Schedule will be increased by 50 cents per hour.

Steps in all other classifications will be increased 75 cents per hour in 1997, and 25 cents in 1998, 1999, and 2000 after which the total salary schedule will again be reviewed by the board.

BENEFITS

1. Employees qualified for benefits: Sections 2 through 7 apply only to persons working 32 or more hours per week, except that persons working between 21 and 32 hours per week as of June 7, 1993, will continue to accrue and receive benefits as described in sections 2 through 7 of this policy.

2. Sick Leave

2.1 A sick day is defined as the number of hours the employee is regularly scheduled to work on the day missed.

Add to 2.1:on the day missed, up to a maximum of 8 hours.

2.2 Employees receive 1 sick day with pay per month during their first partial year of employment. Sick leave with pay of 12 days per year is granted each January thereafter.

2.3 Sick leave may accumulate to a maximum of 60 days.

Change to: 2.3 Sick leave may accumulate to a maximum of 96 days.

2.4 Sick leave may be used in case of illness of the employee, spouse, parent or child of the employee provided these are living in the employee's household.

2.5 Five (5) days of an employee's sick leave per year may also be used for critical care needs of a parent or child not living in the household, with approval of the Director.

2.6 Sick leave may be used for medical appointments if an appointment cannot be made on the employee's own time.

2.7 Sick leave is a privilege to be used only for the above purposes. Sick leave cannot be used as vacation or earned time off.

Add: 2.8 Sick time may be used with special approval of the supervisor or director for extended funeral leave for immediate family members, funerals involving long distance travel, and for funerals of non-immediate family members.

3. Holidays

3.1 Employees who work an average of 32 hours or more per week are eligible for paid holidays which are determined by the Holiday Policy.

3.2 Employees are to be paid for the hours they are regularly scheduled to work on that day of the week.

Add to 3.2:on that day of the week, up to a maximum of 8 hours.

3.3 If the holiday falls on the employee's regular day off, that employee is granted equivalent time off with pay to be taken within the pay period. If the employee works 40 hours per week, the equivalent time must be taken within the work week. Exempt employees must take equivalent time off by the end of the next pay period. If the employee does not work the same number of hours per day, total the hours for a week and divide by 5 to determine hours to be granted as equivalent time off.

3.4 Each employee will also receive a holiday on his/her birthday or another day in his/her birthday month. This holiday must be approved in advance by the Director or his/her designee.

4. Vacations

4.1 Schedule of earned vacation credit

4.1.1 Certified

A. Librarian working an average of 32 hours per week

0-4 years' service - 1.5 days per month with pay

5+ years' service - 2 days per month with pay

B. Director

0+ years' service - 2 days per month with pay

4.1.2 Non-Certified employees working an average of 32 hours per week

0-4 years' service - 1 day per month with pay

5-14 years' service - 1.5 days per month with pay

15+ years' service - 2 days per month with pay

4.2 Regulations

4.2.1 A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by five (5).

4.2.2 No employee may take vacation without approval of the Director or his/her designee

4.2.3 Vacation time is not cumulative from one year to the next.

- 4.2.4 Vacation time accrued during one calendar year may not be taken until January of the following calendar year except that a new employee is not eligible to use vacation time until after completing one year continuous employment. At that time, the new employee may take vacation time accrued between his/her starting date and the end of the calendar year in which he/she started.
- 4.2.5 After first partial year of employment, all vacation time will be figured on the calendar year.
- 4.2.6 Any employee leaving before the end of any year will be paid for unused vacation leave.
- 4.2.7 Vacation leave will not accrue during unpaid leaves of absence.

5. Funeral leave

Time off with pay for not more than three (3) working days may be granted by the Director so that the employee may arrange for and attend a funeral of the employee's spouse, child, sibling, grandparent, parent or spouse of any of the above.

Add: Sick time may be used for extended funeral leave with the approval of the supervisor or director (see 2.8).

6. Excused absences

An excused absence with pay may be granted by the Director or his/her designee to any employee working an average of 32 hours or more per week. Excused absences are granted when weather conditions necessitate the closing of the library or releasing staff to permit safe travel.

Such absences will not be charged to accrued compensatory time, vacation leave, or sick leave. Any employee who is on sick or vacation leave when library is closed for such stated emergencies will be charged with his/her sick or vacation leave as if the library were open for business. If the library closes for such emergencies on an employee's regularly scheduled day off, the employee will not receive another day off. Employees working fewer than 32 hours per week have the option to make up any lost time.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. Mileage will be paid in this case, if the distance traveled is greater than the distance from the employee's home to his/her usual workplace. Carpooling to the new location is expected when practical.

6.2 Jury Duty

6.2.1 Employees will be granted leave of absence with pay for jury duty.

6.2.2 Pay under such circumstances shall be determined as the difference between normal wages for working hours missed at the library and the pay received for jury duty.

7. Public Employee's Retirement Fund (PERF)

7.1 Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

- Director
- Assistant Director
- Agency Librarian
- Children's Librarian
- Technical Services Librarian
- Administrative Assistant
- Library Specialist
- Library Assistant
- Special Services Librarian

7.2 The employee's contribution to PERF is 3% of gross earnings. In addition, the Library also contributes an amount to the fund in the employee's name.

8. Health insurance

8.1 Employees working 35 hours or more per week are eligible to apply for a health insurance policy designated by the Library Board. A choice of options is available through this plan for the employee.

8.2 By December of each year, the Board will determine the monthly employer contribution for the following year.

8.3 An employee must contribute a minimum of \$1.00 per premium period toward his/her own health insurance.

8.4 If accepted by the insurance company, the employee may authorize the library to make payroll deductions from his/her salary for the employee's portion of the premiums.

9. Meal time

Each employee working seven (7) hours or more in one day is allowed up to one (1) hour of their own time for lunch or supper.

10. Break time

Each employee is allowed a break of 15 minutes of *paid* time for each continuous working schedule of three and one-half (3 1/2) hours .

11. Leave without pay

Leave without pay may be granted by the Director as long as it is not detrimental to JCPL.

12. Overtime/Compensatory Time

12.1 Except in emergency situations, non-exempt employees may work overtime only if compensatory time off can be arranged so that they work no more than 40 hours per week. Compensatory time must be taken within the same pay period.

12.2 Exempt employees may work overtime and will receive compensatory time if it is taken before the end of the pay period following the pay period in which the overtime was worked. Compensatory time may be taken at a later date only by special permission of Director.

13. Meetings and conferences

13.1 Monies budgeted for professional meetings may be provided to employees and board members for the purpose of attending meetings and conferences fostering continuing education and training in those areas related to the operation of the library.

13.2 All employees and Board members are encouraged to attend library related meetings and workshops. Each employee must obtain approval of his/her supervisor and the Director before attending such meetings and seeking expense reimbursements. Board approval is required to attend workshops and other meetings which are not sponsored by ILF or the New Network.

13.3 Employees attending meetings or conferences are paid only for their regularly scheduled hours. Any time exceeding the scheduled time shall be considered compensatory time and shall conform to sections 12.1 and 12.2 above.

13.4 To receive compensation for expenses incurred for any meeting, employees and Board members must submit accounts payable vouchers with attached receipts to the Director's office by the Tuesday preceding the next board meeting.

14. Travel Expenses

14.1 Approved library business includes conferences, workshops or meetings approved by the Board and travel among the three libraries of the Jasper County Public Library system.

14.2 A travel allowance of 25 cents per mile will be reimbursed for expenses incurred while employees or board members are traveling on approved library business.

Change to: 14.2 A travel allowance of 30 cents per mile will be reimbursed..
--

15. Appropriate dress

In order to project a professional image of the library, staff may not wear jeans, cut-offs, or shorts while on duty. Jeans and other clothing normally judged unacceptable for work will be allowed in special instances with permission from the Director.

Adopted 10/93; rev. 4/94; 5/95;8/95(Effective 1/1/96)

PERSONNEL POLICY

DEFINITIONS

1. **Exempt employees** are those who are not covered by the terms of the Fair Labor Standards Act.
2. The Board of Directors of the Jasper County Public Library will hereinafter be referred to as "**The Board**".
3. The **Jasper County Public Library** will hereinafter be referred to as "**JCPL**".
4. **Certified** employees are defined as any employees holding or qualifying for any of the five Indiana Library Certification levels.
5. **Non-certified** employees are defined as any employees not holding or qualifying for any of the five Indiana Library Certification levels.
6. A **work week** is defined as Sunday through Saturday.
7. **Overtime** is defined as any time worked over 40 hours per week.
8. The **probationary period** is the first six months of employment, during which a new employee must satisfactorily demonstrate the ability to perform his/her duties.

ADMINISTRATION AND MANAGEMENT

1. The administration and direction of all employees shall be the responsibility of the Director or his/her designee. Hiring of new personnel, promotions, dismissals shall be under the Director's jurisdiction except where the Board has indicated restrictions. The employment of the Director shall be the responsibility of the Board.
2. JCPL is an Equal Opportunity employer and selection of employees is based solely on merit.
3. All employees are employees at will and can be terminated at any time without notice.
4. JCPL shall observe Indiana Library State Certification requirements.

5. Each employee will be evaluated annually in writing. New employees will also be evaluated upon completion of their probationary period. The Director will be evaluated annually in March.
6. Close relatives of Board members or the staff shall not be employed by the Library.

SALARIES

1. Salaries

- 1.1 This salary policy will be reviewed annually to determine whether the classification plan fairly reflects the kind and level of positions needed to effectively operate the library. In 2000, the review will also determine whether salary ranges are still fair and equitable. Salary obligations made by the Board or by the Director are contingent upon sufficient revenues of the Library.
- 1.2 The Board is responsible for determining the amount of money to be budgeted for salaries and setting the salary of the Director.
- 1.3 The Director is responsible for determining the job classification and salary amounts for each employee subject to board review.

1.4 Explanation of Schedule

- 1.4.1 Each position includes several steps within the minimum and maximum stated amounts. New employees will normally be hired at Step 1 in the appropriate classification. The time required to the next step is as follows:

First six months	Step 1	After 5 years	Step 7
Second six months	Step 2	After 6 years	Step 8
After 1 year	Step 3	After 7 years	Step 9
After 2 years	Step 4	After 8 years	Step 10
After 3 years	Step 5	After 9 years	Step 11
After 4 years	Step 6		

- 1.4.2 The first six months of employment is a probationary period. Upon completion of the probationary period, if the employee has received a satisfactory written evaluation, the employee will advance to "Regular Employee" status, moving from Step 1 to Step 2 at the beginning of the next pay period.
- 1.4.3 Thereafter, advances in steps will be awarded in January. By January, an employee must have spent at least 4 months in a 6 month step or 8 months in a 12 month step before being eligible to advance to the next step. Otherwise, the employee remains in his/her present step until the following January.

1.5 Longevity

An employee who reaches the highest classification step will receive a 25 cents per hour longevity pay increase each year, providing s/he is eligible for a salary increase.

1.6 Work Performance

An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to advance to the next step or to receive longevity pay.

1.7 Changing Classifications

1.7.1 Moving from one classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.

1.7.2 When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.

1.7.3 Upon promotion, an employee's salary shall immediately be raised to a rate in the new classification which will be above his/her present rate.

Employees who are promoted from one classification to a higher classification shall advance to the next step in January of the following year, if they have spent the requisite 4 or 8 months in their present step. (see 1.5.3 above)

1.8 Salary Classifications

Page: Must be 16 years old. Shelves books, straightens shelves. May also work at the circulation desk.

Clerk: High school graduate. Clerical and typing work. May also work at circulation desk.

Library Assistant I: H.S. graduate. In addition to doing duties of a clerk, will do basic reference work or work in technical services department doing basic materials processing.

Library Assistant II: H.S. graduate with 2 years college or with 3 years library experience or with special technical expertise in a specific area of library operation.

Library Specialist I: 2 years of college or 5 years of library experience and continuing education or special technical expertise in a specific area of library operation. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Library Specialist II: Same requirements and duties as Library Specialist I except that also has management responsibilities for a building or a major department (adult or youth services or automated systems administration).

Special Services Librarian: College graduate responsible for area of library operation requiring extensive independent judgment and responsibility.

Assistant Bookkeeper: Assists in data entry, payroll, accounts payable and receivable, generation of financial reports

Business manager/Administrative Assistant: Manages business operations of Library System including supply inventory, financial records, general office and secretarial duties.

Janitor: Responsible for cleaning and light maintenance of library building.

Janitor/Maintenance Person: Responsible for cleaning and maintenance of library building.

Librarian I: Bachelor's degree and Indiana library certification. Responsible for one of the areas listed under Librarian II.

Librarian II: MLS degree. Responsible for children's and young adult services, or the operation, administration and management of DeMotte, Rensselaer or Wheatfield Library or the ordering, cataloging and processing of materials for the library system.

Director: MLS degree plus 2-3 years supervisory experience. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

SALARY SCHEDULE											
Effective 1/96											
CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
Page	\$4.50	\$4.75	\$5.00	\$5.25							
Clerk	\$5.00	\$5.25	\$5.67	\$6.09	\$6.59						
Library Assistant I	\$5.50	\$6.00	\$6.40	\$6.80	\$7.20	\$7.50					
Library Assistant II	\$6.17	\$6.49	\$6.89	\$7.29	\$7.69	\$8.09					
Janitor	\$6.50	\$6.50	\$6.85	\$7.25	\$7.65	\$8.10					
Janitor/Maintenance	\$7.00	\$7.00	\$7.35	\$7.75	\$8.15	\$8.65					
Library Specialist I	\$7.05	\$7.05	\$7.37	\$7.71	\$8.05	\$8.39	\$8.71				
Library Specialist II	\$8.00	\$8.00	\$8.38	\$8.77	\$9.16	\$9.54	\$9.91				
Special Services Librarian	\$7.05	\$7.05	\$7.43	\$7.93	\$8.43	\$8.93	\$9.42				
Asst. Bookkeeper	\$6.50	\$6.70	\$6.90	\$7.30	\$7.70	\$8.10					
Bus. Mgr/Admin. Asst	\$7.75	\$7.75	\$8.19	\$8.67	\$9.15	\$9.63	\$10.11	\$10.60			
Librarian 1	\$10.25	\$10.25	\$10.65	\$11.05	\$11.45	\$11.90	\$12.30	\$12.70			
Librarian 2	\$11.00	\$11.00	\$11.50	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50

	SALARY SCHEDULE										
	1997										
CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
Page	\$5.00	\$5.25	\$5.50	\$5.75							
Clerk	\$5.75	\$6.00	\$6.42	\$6.84	\$7.34						
Library Assistant I	\$6.25	\$6.75	\$7.15	\$7.55	\$7.95	\$8.25					
Library Assistant II	\$6.92	\$7.24	\$7.64	\$8.04	\$8.44	\$8.84					
Janitor	\$7.25	\$7.25	\$7.60	\$8.00	\$8.40	\$8.85					
Janitor/Maintenance	\$7.75	\$7.75	\$8.10	\$8.50	\$8.90	\$9.40					
Library Specialist I	\$7.80	\$7.80	\$8.12	\$8.46	\$8.80	\$9.14	\$9.46				
Library Specialist II	\$8.75	\$8.75	\$9.13	\$9.52	\$9.91	\$10.29	\$10.66				
Special Services Librarian	\$7.80	\$7.80	\$8.18	\$8.68	\$9.18	\$9.68	\$10.17				
Asst. Bookkeeper	\$6.50	\$6.70	\$6.90	\$7.30	\$7.70	\$8.10					
Bus.Mgr/Admin. Asst	\$8.50	\$8.50	\$8.94	\$9.42	\$9.90	\$10.38	\$10.86	\$11.35			
Librarian 1	\$11.00	\$11.00	\$11.40	\$11.80	\$12.20	\$12.65	\$13.05	\$13.45			
Librarian 2	\$11.75	\$11.75	\$12.25	\$12.75	\$13.25	\$13.75	\$14.25	\$14.75	\$15.25	\$15.75	\$16.25

	SALARY SCHEDULE										
	1998										
CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
Page	\$5.00	\$5.25	\$5.50	\$5.75							
Clerk	\$6.00	\$6.25	\$6.67	\$7.09	\$7.59						
Library Assistant I	\$6.50	\$7.00	\$7.40	\$7.80	\$8.20	\$8.50					
Library Assistant II	\$7.17	\$7.49	\$7.89	\$8.29	\$8.69	\$9.09					
Janitor	\$7.50	\$7.50	\$7.85	\$8.25	\$8.65	\$9.10					
Janitor/Maintenance	\$8.00	\$8.00	\$8.35	\$8.75	\$9.15	\$9.65					
Library Specialist I	\$8.05	\$8.05	\$8.37	\$8.71	\$9.05	\$9.39	\$9.71				
Library Specialist II	\$9.00	\$9.00	\$9.38	\$9.77	\$10.16	\$10.54	\$10.91				
Special Services Librarian	\$8.05	\$8.05	\$8.43	\$8.93	\$9.43	\$9.93	\$10.42				
Asst. Bookkeeper	\$6.75	\$6.95	\$7.15	\$7.55	\$7.95	\$8.35					
Bus.Mgr/Admin. Asst	\$8.75	\$8.75	\$9.19	\$9.67	\$10.15	\$10.63	\$11.11	\$11.60			
Librarian 1	\$11.25	\$11.25	\$11.65	\$12.05	\$12.45	\$12.90	\$13.30	\$13.70			
Librarian 2	\$12.00	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50

	SALARY SCHEDULE										
	1999										
CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
Page	\$5.00	\$5.25	\$5.50	\$5.75							
Clerk	\$6.25	\$6.50	\$6.92	\$7.34	\$7.84						
Library Assistant I	\$6.75	\$7.25	\$7.65	\$8.05	\$8.45	\$8.75					
Library Assistant II	\$7.42	\$7.74	\$8.14	\$8.54	\$8.94	\$9.34					
Janitor	\$7.75	\$7.75	\$8.10	\$8.50	\$8.90	\$9.35					
Janitor/Maintenance	\$8.25	\$8.25	\$8.60	\$9.00	\$9.40	\$9.90					
Library Specialist I	\$8.30	\$8.30	\$8.62	\$8.96	\$9.30	\$9.64	\$9.96				
Library Specialist II	\$9.25	\$9.25	\$9.63	\$10.02	\$10.41	\$10.79	\$11.16				
Special Services Librarian	\$8.30	\$8.30	\$8.68	\$9.18	\$9.68	\$10.18	\$10.67				
Asst. Bookkeeper	\$7.00	\$7.20	\$7.40	\$7.80	\$8.20	\$8.60					
Bus.Mgr/Admin. Asst	\$9.00	\$9.00	\$9.44	\$9.92	\$10.40	\$10.88	\$11.36	\$11.85			
Librarian 1	\$11.50	\$11.50	\$11.90	\$12.30	\$12.70	\$13.15	\$13.55	\$13.95			
Librarian 2	\$12.25	\$12.25	\$12.75	\$13.25	\$13.75	\$14.25	\$14.75	\$15.25	\$15.75	\$16.25	\$16.75

	SALARY SCHEDULE										
	2000										
CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
Page	\$5.00	\$5.25	\$5.50	\$5.75							
Clerk	\$6.50	\$6.75	\$7.17	\$7.59	\$8.09						
Library Assistant I	\$7.00	\$7.50	\$7.90	\$8.30	\$8.70	\$9.00					
Library Assistant II	\$7.67	\$7.99	\$8.39	\$8.79	\$9.19	\$9.60					
Janitor	\$8.00	\$8.00	\$8.35	\$8.75	\$9.15	\$9.60					
Janitor/Maintenance	\$8.50	\$8.50	\$8.85	\$9.25	\$9.65	\$10.15					
Library Specialist I	\$8.55	\$8.55	\$8.87	\$9.21	\$9.55	\$9.89	\$10.21				
Library Specialist II	\$9.50	\$9.50	\$9.88	\$10.27	\$10.66	\$11.04	\$11.41				
Special Services Librarian	\$8.55	\$8.55	\$8.93	\$9.43	\$9.93	\$10.43	\$10.92				
Asst. Bookkeeper	\$7.25	\$7.45	\$7.65	\$8.05	\$8.45	\$8.85					
Bus.Mgr/Admin. Asst	\$9.25	\$9.25	\$9.69	\$10.17	\$10.65	\$11.13	\$11.61	\$12.10			
Librarian 1	\$11.75	\$11.75	\$12.15	\$12.55	\$12.95	\$13.40	\$13.80	\$14.20			
Librarian 2	\$12.50	\$12.50	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00

BENEFITS

1. Employees qualified for benefits: Sections 2 through 7 apply only to persons working 32 or more hours per week, except that persons working between 21 and 32 hours per week as of June 7, 1993, will continue to accrue and receive benefits as described in sections 2 through 7 of this policy.
2. Sick Leave
 - 2.1 A sick day is defined as the number of hours the employee is regularly scheduled to work on the day missed up to a maximum of 8 hours.
 - 2.2 Employees receive 1 sick day with pay per month during their first partial year of employment. Sick leave with pay of 12 days per year is granted each January thereafter.
 - 2.3 Sick leave may accumulate to a maximum of 96 days.
 - 2.4 Sick leave may be used in case of illness of the employee, spouse, parent or child of the employee provided these are living in the employee's household.
 - 2.5 Five (5) days of an employee's sick leave per year may also be used for critical care needs of a parent or child not living in the household, with approval of the Director.
 - 2.6 Sick leave may be used for medical appointments if an appointment cannot be made on the employee's own time.
 - 2.7 Sick leave is a privilege to be used only for the above purposes. Sick leave cannot be used as vacation or earned time off.
 - 2.8 Sick time may be used with special approval of the supervisor or director for extended funeral leave for immediate family members, funerals involving long distance travel, and for funerals of non-immediate family members.
3. Holidays
 - 3.1 Employees who work an average of 32 hours or more per week are eligible for paid holidays which are determined by the Holiday Policy.
 - 3.2 Employees are to be paid for the hours they are regularly scheduled to work on that day of the week, up to a maximum of 8 hours.

3.3 If the holiday falls on the employee's regular day off, that employee is granted equivalent time off with pay to be taken within the pay period. If the employee works 40 hours per week, the equivalent time must be taken within the work week. Exempt employees must take equivalent time off by the end of the next pay period. If the employee does not work the same number of hours per day, total the hours for a week and divide by 5 to determine hours to be granted as equivalent time off.

3.4 Each employee will also receive a holiday on his/her birthday or another day in his/her birthday month. This holiday must be approved in advance by the Director or his/her designee.

4. Vacations

4.1 Schedule of earned vacation credit

4.1.1 Certified

A. Librarian working an average of 32 hours per week

0-4 years' service - 1.5 days per month with pay

5+ years' service - 2 days per month with pay

B. Director

0+ years' service - 2 days per month with pay

4.1.2 Non-Certified employees working an average of 32 hours per week

0-4 years' service - 1 day per month with pay

5-14 years' service - 1.5 days per month with pay

15+ years' service - 2 days per month with pay

4.2 Regulations

4.2.1 A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by five (5).

4.2.2 No employee may take vacation without approval of the Director or his/her designee

4.2.3 Vacation time is not cumulative from one year to the next.

- 4.2.4 Vacation time accrued during one calendar year may not be taken until January of the following calendar year except that a new employee is not eligible to use vacation time until after completing one year continuous employment. At that time, the new employee may take vacation time accrued between his/her starting date and the end of the calendar year in which he/she started.
- 4.2.5 After first partial year of employment, all vacation time will be figured on the calendar year.
- 4.2.6 Any employee leaving before the end of any year will be paid for unused vacation leave.
- 4.2.7 Vacation leave will not accrue during unpaid leaves of absence.

5. Funeral leave

Time off with pay for not more than three (3) working days may be granted by the Director so that the employee may arrange for and attend a funeral of the employee's spouse, child, sibling, grandparent, parent or spouse of any of the above.

Sick time may be used for extended funeral leave with the approval of the supervisor or director (see 2.8).

6. Excused absences

An excused absence with pay may be granted by the Director or his/her designee to any employee working an average of 32 hours or more per week. Excused absences are granted when weather conditions necessitate the closing of the library or releasing staff to permit safe travel.

Such absences will not be charged to accrued compensatory time, vacation leave, or sick leave. Any employee who is on sick or vacation leave when library is closed for such stated emergencies will be charged with his/her sick or vacation leave as if the library were open for business. If the library closes for such emergencies on an employee's regularly scheduled day off, the employee will not receive another day off. Employees working fewer than 32 hours per week have the option to make up any lost time.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. Mileage will be paid in this case, if the distance traveled is greater than the distance from the employee's home to his/her usual workplace. Carpooling to the new location is expected when practical.

6.2 Jury Duty

6.2.1 Employees will be granted leave of absence with pay for jury duty.

6.2.2 Pay under such circumstances shall be determined as the difference between normal wages for working hours missed at the library and the pay received for jury duty.

7. Public Employee's Retirement Fund (PERF)

7.1 Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

- Director
- Assistant Director
- Agency Librarian
- Children's Librarian
- Technical Services Librarian
- Administrative Assistant
- Library Specialist
- Library Assistant
- Special Services Librarian

7.2 The employee's contribution to PERF is 3% of gross earnings. In addition, the Library also contributes an amount to the fund in the employee's name.

8. Health insurance

8.1 Employees working 35 hours or more per week are eligible to apply for a health insurance policy designated by the Library Board. A choice of options is available through this plan for the employee.

8.2 By December of each year, the Board will determine the monthly employer contribution for the following year.

8.3 An employee must contribute a minimum of \$1.00 per premium period toward his/her own health insurance.

8.4 If accepted by the insurance company, the employee may authorize the library to make payroll deductions from his/her salary for the employee's portion of the premiums.

9. Meal time

Each employee working seven (7) hours or more in one day is allowed up to one (1) hour of their own time for lunch or supper.

10. Break time

Each employee is allowed a break of 15 minutes of *paid* time for each continuous working schedule of three and one-half (3 1/2) hours .

11. Leave without pay

Leave without pay may be granted by the Director as long as it is not detrimental to JCPL.

12. Overtime/Compensatory Time

12.1 Except in emergency situations, non-exempt employees may work overtime only if compensatory time off can be arranged so that they work no more than 40 hours per week. Compensatory time must be taken within the same pay period.

12.2 Exempt employees may work overtime and will receive compensatory time if it is taken before the end of the pay period following the pay period in which the overtime was worked. Compensatory time may be taken at a later date only by special permission of Director.

13. Meetings and conferences

13.1 Monies budgeted for professional meetings may be provided to employees and board members for the purpose of attending meetings and conferences fostering continuing education and training in those areas related to the operation of the library.

13.2 All employees and Board members are encouraged to attend library related meetings and workshops. Each employee must obtain approval of his/her supervisor and the Director before attending such meetings and seeking expense reimbursements. Board approval is required to attend workshops and other meetings which are not sponsored by ILF or the New Network.

- 13.3 Employees attending meetings or conferences are paid only for their regularly scheduled hours. Any time exceeding the scheduled time shall be considered compensatory time and shall conform to sections 12.1 and 12.2 above.
- 13.4 To receive compensation for expenses incurred for any meeting, employees and Board members must submit accounts payable vouchers with attached receipts to the Director's office by the Tuesday preceding the next board meeting.

14. Travel Expenses

- 14.1 Approved library business includes conferences, workshops or meetings approved by the Board and travel among the three libraries of the Jasper County Public Library system.
- 14.2 A travel allowance of 30 cents per mile will be reimbursed for expenses incurred while employees or board members are traveling on approved library business.

15. Appropriate dress

In order to project a professional image of the library, staff may not wear jeans, cut-offs, or shorts while on duty. Jeans and other clothing normally judged unacceptable for work will be allowed in special instances with permission from the Director.

Adopted 10/93; revised 4/94; 5/95; 8/95; 4/96

JCPL FINANCIAL STATEMENT

MARCH 29, 1996

	<u>Beginning 1996 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$371,628.76	\$3,374.53	\$16,969.16	\$71,010.63	\$213,406.18	\$175,191.74
Investments \$95,000.00						
Public Library Access Card Fund	\$51.00	\$80.00	\$120.00	\$0.00	\$51.00	\$120.00
Gift Fund	\$3,077.85	\$90.00	\$260.00	\$34.64	\$136.42	\$3,201.43
DeMotte	\$1,488.44	\$90.00	\$90.00	\$14.00	\$14.00	\$1,564.44
Rensselaer	\$926.14	\$0.00	\$170.00	\$20.64	\$122.42	\$973.72
Wheatfield	\$663.27	\$0.00	\$0.00	\$0.00	\$0.00	\$663.27
Bond & Interest Redemption Fund	\$134,858.07	\$0.00	\$0.00	\$0.00	\$0.00	\$134,858.07
Investments \$130,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library Improvement Reserve Fund	\$28,728.73	\$57.40	\$57.40	\$0.00	\$0.00	\$28,786.13
Investments						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$8,279.46	\$0.00	\$0.00	\$0.00	\$0.00	\$8,279.46
Satellite Fund	\$1,446.00	\$100.00	\$280.00	\$682.08	\$906.12	\$819.88
Construction Fund	\$9,991.26	\$0.00	\$155.04	\$0.00	\$0.00	\$10,146.30
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
Employee Health Insur.	\$191.15	\$0.00	\$28.06	\$143.81	(\$359.31)	\$578.52
Employee P.E.R.F.	\$2,718.28	\$0.00	\$0.00	(\$952.41)	(\$186.03)	\$2,904.31
TOTAL ALL FUNDS.....	\$561,170.56	\$3,701.93	\$17,869.66	\$70,919.65	\$213,954.38	\$365,085.84

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
29 Mar 96

1.	BANK ONE CHECKING	6646.62
2.	BANK ONE-CONSTRUCTION FUND SAV	10146.30
3.	BANK ONE-LIRF	28786.13
4.	FIRST OF AMERICA BANK	26770.99
5.	DEMOTTE STATE BANK	40522.60
6.	INDIANA FEDERAL BANK FOR SAVIN	12156.85
7.	NBD BANK, N.A.	11394.44
8.	FIRST FEDERAL SAVINGS BANK	3661.91
9.	IND.FEDERAL CD#9100055654	125000.00
10.	IND.FEDERAL CD#9100055646	100000.00
11.		.00
12.		.00
13.		.00
14.		.00
15.	IND.FEDERAL CD#9100005606	.00
TOTAL ALL BANK ACCOUNTS		365085.84

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 29 Mar 96

ISSUE DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
13 APR 96	9100055646	IN.FEDERAL	60 DAY	100000.00	5.15	OPER-BIRF	13 FEB 96	.00	OPER-95000;BIRF-5000
12 JUN 96	9100055654	IN.FEDERAL	120 DAY	125000.00	5.20	BIRF	13 FEB 96	.00	
--TOTALS--				225000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 29 Mar 96

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
13 FEB 96	9100005606	IN.FEDERAL BA	91 DAY	300000.00	5.67	OPER-LIRF-B	14 NOV 95	4240.85	
--TOTALS--				300000.00				4240.85	

----- JASPER COUNTY PUBLIC LIBRARY -----

29 Mar 96

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	39915.00	3326.26	9929.38	29985.62	24.9
1.12	SALARY OF ASSISTANTS	414221.00	31492.09	96413.50	317807.50	23.3
1.13	WAGES OF JANITORS	28785.00	2025.70	6419.30	22365.70	22.3
1.21	EMPLOYER'S SHARE-FICA	36943.00	2818.61	8626.37	28316.63	23.4
1.22	UNEMPLOYMENT COMPENSATION	2789.00	.00	335.09	2453.91	12.0
1.23	EMPLOYER'S CONTRIB.- PERF	22394.00	.00	5436.48	16957.52	24.3
1.24	EMPLOYER'S CONTRIB.- INS.	14438.45	480.00	913.55	13524.90	6.3
1.31	OTHER PERSONAL SERVICES	1000.00	45.50	266.90	733.10	26.7
2.11	OFFICIAL RECORDS	950.00	.00	.00	950.00	.0
2.12	STATIONERY AND PRINTING	650.00	.00	244.50	405.50	37.6
2.13	OTHER OFFICE SUPPLIES	4200.00	298.01	980.75	3219.25	23.4
2.21	CLEANING & SANITATION SUPPLIES	4500.00	136.87	825.01	3674.99	18.3
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	1.97	18.03	9.9
2.23	OTHER OPERATING SUPPLIES	3800.00	275.83	1027.39	2772.61	27.0
2.31	BUILDING MATERIALS & SUPPLIES	650.00	.00	69.22	580.78	10.6
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	.00	200.00	.0
2.33	REPAIR PARTS	300.00	.00	60.73	239.27	20.2
2.41	LIBRARY SUPPLIES	4500.00	683.24	1107.24	3392.76	24.6
2.42	AUTOMATION SUPPLIES	4200.00	22.40	1863.35	2336.65	44.4
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	1250.00	112.50	112.50	1137.50	9.0
3.14	OTHER PROFESSIONAL SERVICES	4400.00	48.75	1068.19	3331.81	24.3
3.21	TELEPHONE	29000.00	1908.37	5732.59	23267.41	19.8
3.22	POSTAGE	6626.93	5.00	1164.40	5462.53	17.6
3.23	TRAVELING EXPENSE	4000.00	553.00	760.75	3239.25	19.0
3.24	PROFESSIONAL MEETINGS	6000.00	1844.53	2613.53	3386.47	43.6
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.31	ADVERTISING & PUBLIC NOTICES	900.00	45.00	109.86	790.14	12.2
3.32	OTHER PRINTING	400.00	.00	.00	400.00	.0
3.41	OFFICIAL BONDS	250.00	200.00	200.00	50.00	80.0
3.42	OTHER INSURANCE	16000.00	1485.00	1545.00	14455.00	9.7
3.51	GAS	25000.00	2584.66	8049.38	16950.62	32.2
3.52	ELECTRICITY	58000.00	3719.30	11970.78	46029.22	20.6
3.53	WATER	1200.00	70.90	178.05	1021.95	14.8
3.54	WASTE DISPOSAL SERVICES	2000.00	189.47	576.11	1423.89	28.8
3.61	BUILDING & STRUCTURES	30000.00	1184.31	9863.42	20136.58	32.9
3.62	EQUIPMENT	4000.00	.00	367.50	3632.50	9.2
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	85.85	139.15	38.2
3.91	DUES	2000.00	50.00	990.00	1010.00	49.5
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	40000.00	.00	.00	40000.00	.0
3.95	SERVICE CONTRACTS	9180.00	715.20	1975.42	7204.58	21.5
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	36400.00	459.72	767.72	35632.28	2.1
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	20195.53	3724.00	6508.00	13687.53	32.2
4.51	BOOKS	124000.00	6372.48	17862.69	106137.31	14.4
4.52	PERIODICALS & NEWSPAPERS	37000.00	307.06	2039.63	34960.37	5.5
4.53	NONPRINTED MATERIALS	22055.01	3816.92	4344.08	17710.93	19.7
	-TOTAL-	1064707.92	71010.63	213406.18	851301.74	20.0

CHANGES TO APPROPRIATION REPORT
DATE 29 Mar 96

Fund/Account No	Date	Amount	Explanation
100-1.24	22 Mar 96	38.45	REFUND BAL.NOV.PREMIUM-HOWARD
100-3.22	22 Mar 96	26.93	LEASE BOOK REIMBURSEMENT-POSTAGE
100-4.4	02 Jan 96	2095.53	ENCUMBERED 1995 FUNDS-BD.ACTION
100-4.53	22 Mar 96	33.34	REIMBURSED SHARED COST ALA VIDEO
100-4.53	22 Mar 96	5.00	REBATE-INDIAN IN CUPBOARD VIDEO
100-4.53	22 Mar 96	16.67	REIMBURSED-SHARED COST ALA VIDEO
200.07-1.1	13 Feb 96	28.06	OVERPAYMENT OF PREMIUM-RUSHER

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 29 Mar 96

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005287	00386	MARLENE BEEDLE	362.53	08 MAR 96	PAYROLL
005288	00398	YVONNE J. BEEVER	768.43	08 MAR 96	PAYROLL
005289	00404	BELSTRA, COURTNEY B.	111.54	08 MAR 96	PAYROLL
005290	00401	AMY A. BROWN	91.90	08 MAR 96	PAYROLL
005291	00378	GLENDA BROWN	509.71	08 MAR 96	PAYROLL
005292	00402	REBECCA S. CARDEN	548.03	08 MAR 96	PAYROLL
005293	00382	RENEE CARR	388.38	08 MAR 96	PAYROLL
005294	00381	LYNN DAUGHERTY	1102.44	08 MAR 96	PAYROLL
005295	00405	KIMBERLY DELGER	75.99	08 MAR 96	PAYROLL
005296	00385	JULIE EISELE	434.50	08 MAR 96	PAYROLL
005297	00372	CHARLOTTE FAGEN	654.09	08 MAR 96	PAYROLL
005298	00408	STEPHANIE D. FILSON	289.45	08 MAR 96	PAYROLL
005299	00395	MOLLY A. GATLIN	64.63	08 MAR 96	PAYROLL
005300	00406	HEEKE, MICHELLE M.	795.98	08 MAR 96	PAYROLL
005301	00399	HEATHER A. HOPP	77.03	08 MAR 96	PAYROLL
005302	00384	ROSE E. HOWARD	501.71	08 MAR 96	PAYROLL
005303	00387	GAIL M. JUNG	645.90	08 MAR 96	PAYROLL
005304	00397	ANGELA M. KARCH	96.59	08 MAR 96	PAYROLL
005305	00379	DIANA KOODY	386.30	08 MAR 96	PAYROLL
005306	00375	JOAN KOPANDA	383.13	08 MAR 96	PAYROLL
005307	00376	KROS, DIANE	541.03	08 MAR 96	PAYROLL
005308	00389	SHARON K. LEWIS	96.40	08 MAR 96	PAYROLL
005309	00394	LOEHRER, KAREN L.	454.67	08 MAR 96	PAYROLL
005310	00407	DIANE M. OPOLSKI	276.43	08 MAR 96	PAYROLL
005311	00377	BONNIE POWELL	359.65	08 MAR 96	PAYROLL
005312	00400	ANNETTE M. PRATT	98.79	08 MAR 96	PAYROLL
005313	00403	LISA RUSHER	349.39	08 MAR 96	PAYROLL
005314	00373	SHARON SCHULENBERG	471.82	08 MAR 96	PAYROLL
005315	00380	EILEEN SPURGEON	30.43	08 MAR 96	PAYROLL
005316	00390	LYNN M. STALBAUM	46.16	08 MAR 96	PAYROLL
005317	00392	JACK STANDISH	288.11	08 MAR 96	PAYROLL
005318	00374	JILL TACHTIRIS	556.37	08 MAR 96	PAYROLL
005319	00396	ELAINE WALING	85.39	08 MAR 96	PAYROLL
005320	00388	WEBSTER, RACHAEL D.	140.94	08 MAR 96	PAYROLL
005321	00383	WHITED, AMBER	324.62	08 MAR 96	PAYROLL
005322	00393	MARGARET M. WOODS	482.43	08 MAR 96	PAYROLL
005323	00391	LEANNE YORK	825.49	08 MAR 96	PAYROLL
005324	00425	MARLENE BEEDLE	402.82	25 MAR 96	PAYROLL
005325	00436	YVONNE J. BEEVER	768.43	25 MAR 96	PAYROLL
005326	00442	BELSTRA, COURTNEY B.	66.85	25 MAR 96	PAYROLL
005327	00439	AMY A. BROWN	75.19	25 MAR 96	PAYROLL
005328	00418	GLENDA BROWN	556.65	25 MAR 96	PAYROLL
005329	00440	REBECCA S. CARDEN	548.03	25 MAR 96	PAYROLL
005330	00421	RENEE CARR	433.66	25 MAR 96	PAYROLL
005331	00420	LYNN DAUGHERTY	1102.44	25 MAR 96	PAYROLL
005332	00443	KIMBERLY DELGER	98.42	25 MAR 96	PAYROLL
005333	00424	JULIE EISELE	454.89	25 MAR 96	PAYROLL
005334	00412	CHARLOTTE FAGEN	641.85	25 MAR 96	PAYROLL

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 29 Mar 96

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005335	00446	STEPHANIE D. FILSON	314.99	25 MAR 96	PAYROLL
005336	00433	MOLLY A. GATLIN	92.35	25 MAR 96	PAYROLL
005337	00444	HEEKE, MICHELLE M.	795.98	25 MAR 96	PAYROLL
005338	00437	HEATHER A. HOPP	81.20	25 MAR 96	PAYROLL
005339	00423	ROSE E. HOWARD	501.71	25 MAR 96	PAYROLL
005340	00426	GAIL M. JUNG	645.90	25 MAR 96	PAYROLL
005341	00435	ANGELA M. KARCH	79.15	25 MAR 96	PAYROLL
005342	00419	DIANA KOOS	405.69	25 MAR 96	PAYROLL
005343	00415	JOAN KOPANDA	383.13	25 MAR 96	PAYROLL
005344	00416	KROS, DIANE	541.03	25 MAR 96	PAYROLL
005345	00428	SHARON K. LEWIS	96.40	25 MAR 96	PAYROLL
005346	00445	DIANE M. OPOLSKI	307.21	25 MAR 96	PAYROLL
005347	00417	BONNIE POWELL	414.41	25 MAR 96	PAYROLL
005348	00438	ANNETTE M. PRATT	140.35	25 MAR 96	PAYROLL
005349	00441	LISA RUSHER	351.77	25 MAR 96	PAYROLL
005350	00413	SHARON SCHULENBERG	520.93	25 MAR 96	PAYROLL
005351	00429	LYNN M. STALBAUM	92.35	25 MAR 96	PAYROLL
005352	00431	JACK STANDISH	338.84	25 MAR 96	PAYROLL
005353	00414	JILL TACHTIRIS	556.37	25 MAR 96	PAYROLL
005354	00434	ELAINE WALING	80.99	25 MAR 96	PAYROLL
005355	00427	WEBSTER, RACHAEL D.	140.94	25 MAR 96	PAYROLL
005356	00422	WHITED, AMBER	248.52	25 MAR 96	PAYROLL
005357	00432	MARGARET M. WOODS	504.02	25 MAR 96	PAYROLL
005358	00430	LEANNE YORK	825.49	25 MAR 96	PAYROLL
014626	00293	ALA VIDEO/LIBRARY VIDEO NETW	100.00	11 MAR 96	INSIDE LIBRARIES VIDEO
014627	00294	ALL-PHASE ELECTRIC SUPPLY CO	23.36	11 MAR 96	UNDER THE COUNTER LIGHTS-WH
014628	00292	ACORDIA PERSONAL BENEFITS, I	763.22	11 MAR 96	QTLY PREMIUM-BEEVER, JUNG
014629	00295	AMERICAN MANAGEMENT ASSOCIAT	455.00	11 MAR 96	ANNUAL SECRETARIES BRIEFING
014630	00296	AVC CORPORATION	94.00	11 MAR 96	SERVICE AGREEMENT
014631	00297	BAKER & TAYLOR	3512.99	11 MAR 96	BOOKS/VIDEOS/GIFT BOOKS
014632	00298	BAKER & TAYLOR BOOKS	706.02	11 MAR 96	CONTINUATIONS
014633	00299	BAKER & TAYLOR ENTERTAINMENT	205.29	11 MAR 96	VIDEOS
014634	00300	BEN FRANKLIN	76.05	11 MAR 96	CHILDREN'S SUPPLIES/VIDEOS
014635	00301	BETTY A. HUFF (PAS-TIME BOO	524.10	11 MAR 96	BOOKS
014636	00302	CAVINDER ELEVATORS, INC.	74.00	11 MAR 96	ELEVATOR REPAIR
014637	00303	CD ONE STOP	644.54	11 MAR 96	CD'S
014638	00304	CHARLOTTE FAGEN	143.25	11 MAR 96	LIBRARY SUPPLIES/MILEAGE
014639	00305	COAST TO COAST	9.99	11 MAR 96	OTHER OPERATING SUPPLIES
014640	00306	CONSOLIDATED INSURANCE AGENC	1685.00	11 MAR 96	TREASURER & ASST. TREASURER EMPLOYEE DISHONESTY BOND/BOI
014641	00307	CURRENT LEADERS PUBLISHING C	98.00	11 MAR 96	BOOKS
014642	00308	DELPHI PUBLIC LIBRARY	329.00	11 MAR 96	AIRPLANE FARE-PORTLAND,OR
014643	00309	DIANA KOOS	53.08	11 MAR 96	MILEAGE/LIBRARY SUPPLIES/POS
014644	00310	DIANE OPOLSKI	11.00	11 MAR 96	MILEAGE
014645	00311	DUMAS & MORIARTY	112.50	11 MAR 96	LEGAL FEES
014646	00312	EBSCO SUBSCRIPTION SERVICES	2.26	11 MAR 96	PERIODICALS
014647	00313	FASE'S	219.99	11 MAR 96	VCR
014648	00314	GRCI, ATD DIVISION	760.00	11 MAR 96	CD ROM PRODUCTS

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 29 Mar 96

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014649	00315	GAIL JUNG	12.50	11 MAR 96	MILEAGE
014650	00316	GROLIER PUBLISHING COMPANY	192.86	11 MAR 96	BOOKS
014651	00317	HANSEN'S SNOW REMOVAL	75.00	11 MAR 96	SNOW REMOVAL-FEB-DEMOTTE
014652	00318	HENRY HOLT & COMPANY, INC.	659.98	11 MAR 96	BOOKS
014653	00319	HERITAGE OFFICE PRODUCTS, IN	4113.97	11 MAR 96	MITA COPIER & SERV.CONTRACT-
014654	00320	HIGHSMITH CO. INC.	115.30	11 MAR 96	NCR FORMS, FILE CARD CASE,CD
014655	00321	HP PRODUCTS CORP.	110.03	11 MAR 96	ICE MELT,M-FOLDS,PAPER TOWEL
014656	00322	ILF ANNUAL CONFERENCE	898.00	11 MAR 96	ANNUAL CONFERENCE-4/24 THRU
014657	00323	INCOLSA	50.00	11 MAR 96	MEMBERSHIP-1996
014658	00324	JIL ENTERPRISES	40.00	11 MAR 96	BOOK
014659	00325	JULIE EISELE	71.75	11 MAR 96	MILEAGE-INCOLSA WORKSHOP
014660	00326	KOLORTECH, INC.	228.30	11 MAR 96	FLUORESCENT BULBS
014661	00327	LDOS WORLDCOM	920.99	11 MAR 96	DATA LINE & LONG DISTANCE-1/
014662	00328	LEARNER PUBLICATIONS CO.	142.48	11 MAR 96	BOOKS
014663	00329	LIBRARY ADMINISTRATOR'S DIGE	39.00	11 MAR 96	PERIODICAL SUBSC.-4/96 THRU
014664	00330	LIBRARY BOOK SELECTION SERV.	231.33	11 MAR 96	BOOKS
014665	00331	LIBRARY VIDEO COMPANY	19.45	11 MAR 96	VIDEO
014666	00332	LYNN DAUGHERTY	63.25	11 MAR 96	POSTAGE, MILEAGE
014667	00333	MARSHALL CAVENDISH CORPORATI	476.95	11 MAR 96	ENCYCLOPEDIAS
014668	00334	MOYER BOOK SALES	9.00	11 MAR 96	BOOKS
014669	00335	N.A.D.A. APPRAISAL GUIDES	50.00	11 MAR 96	OLD CAR APPRAISAL GUIDE-D
014670	00336	NORTHWESTERN INDIANA TELEPHO	156.43	11 MAR 96	TELEPHONE-MARCH-DEMOTTE
014671	00337	PEGGY WOODS	44.20	11 MAR 96	MILEAGE & WORKSHOP
014672	00338	PERFECTION LEARNING CORPORAT	126.68	11 MAR 96	BIG BOOKS
014673	00339	PRECISION CONTROL SYSTEMS, I	341.50	11 MAR 96	HEATING PROBLEMS-RENS.-DEM.R
014674	00340	POST TRIBUNE	80.60	11 MAR 96	NEWSPAPER SUBSC-RENS. 2/96-2
014675	00341	QUALITY BOOKS INC.	11.04	11 MAR 96	BOOK
014676	00342	QUILL	115.52	11 MAR 96	LABELS,RIBBONS,SCISSORS,INDE
014677	00343	RAYBURN HEATING & COOLING	75.31	11 MAR 96	BURST PIPE-DEMOTTE REPAIRS
014678	00344	REED REFERENCE PUBLISHING	157.56	11 MAR 96	SUBJECT GUIDE TO CH.BIP-1996
014679	00345	REGENT BOOK CO., INC.	39.82	11 MAR 96	BOOKS
014680	00346	RENS./REMINGTON CHAMBER OF C	45.00	11 MAR 96	BUSINESS DIRECTORY LISTING
014681	00347	REVCO D.S., INC.	13.00	11 MAR 96	SUNDAY PAPERS
014682	00348	ROHAN SERVICE AGENCY OF SO.B	566.50	11 MAR 96	BOILER HEATING PROBLEMS-DEM.
014683	00349	ROURKE PUBLISHING GROUP	363.55	11 MAR 96	BOOKS
014684	00350	SECURITY COURIERS CORP.	715.20	11 MAR 96	TRANSPORT SERV.-2/9/96 TO 3/
014685	00351	STECK-VAUGHN COMPANY	690.89	11 MAR 96	BOOKS
014686	00352	SUDANCO AFFORDABLE ALTERNATI	22.40	11 MAR 96	VIDEO FINE LABELS
014687	00353	TEETERS CULLIGAN	39.65	11 MAR 96	WATER COOLER RENTAL & WATER-
014688	00354	TIME-LIFE EDUCATION	297.26	11 MAR 96	BOOKS
014689	00355	TIMESTEP PLAYERS	48.75	11 MAR 96	DEPOSIT- SUMMER RDG.CH.PROG.
014690	00356	TOWN OF DEMOTTE, c/o DEMOTTE	40.72	11 MAR 96	SEWER SERVICE-DEM.-JANUARY 1
014691	00357	TOWN OF WHEATFIELD SEWER WOR	41.05	11 MAR 96	SEWER SERV.-MARCH-WH.
014692	00358	TYSEN'S COUNTRY GROCERY, INC	41.02	11 MAR 96	BLOO DROP-INS,PELDGE,AIR FRE
014693	00359	UPSTART	405.15	11 MAR 96	SUMMER RDG.PROG. SUPPLIES
014694	00360	VIDETTE-TIMES	122.20	11 MAR 96	NEWSPAPER SUBSC.3/17/96-3/17
014695	00361	VIKING OFFICE PRODUCTS	135.79	11 MAR 96	COPY PAPER,FOLDERS,COMP.RIBB
014696	00362	VIRGINIA VIS	45.50	11 MAR 96	JANITORIAL ASSISTANCE/WH.& D

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 29 Mar 96

PAGE 4

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014697	00363	WAL-MART STORES, INC.	152.46	11 MAR 96	VIDEOS
014698	00364	WALGREEN'S	7.99	11 MAR 96	BLANK TAPES-SATELLITE PROGRA
014699	00365	WILCO PICK & SAVE	26.08	11 MAR 96	PROGRAMMING SUPPLIES-RENS.&
014700	00366	YVONNE BEEVER	11.00	11 MAR 96	MILEAGE
014701	00367	BANK ONE	4531.35	09 MAR 96	FICA & FED TAXES WITHHELD LE
014702	00368	INDIANA DEFERRED COMPENSATIO	262.67	09 MAR 96	WITHHELD FROM 09 MAR 96 PAYR
014703	00369	COURTYARD BY MARRIOTT	180.40	09 MAR 96	DAUGHERTY,KOORY,KOPANDA,SCHUL
014704	00370	ILF ANNUAL CONFERENCE	140.00	09 MAR 96	2 SINGLES-HOTEL ACCOMODATION
014705	00371	NETNITCO	67.50	09 MAR 96	CONF. 4/24/96 (B.LEESTMA & R
014706	00409	KAREN LOEHRER	80.14	11 MAR 96	CONF.FEES-LEESTMA & SOUZA-4/
014707	00410	UNIVERSITY OF WISCONSIN-MADI	530.00	11 MAR 96	INTERNET LINES-APRIL 1996
014708	00411	IND. DEPT. OF FIRE & BUILDIN	52.00	11 MAR 96	EXCESS W/HELD-EMPLOYEE INS.
014709	00447	BANK ONE	4552.50	25 MAR 96	LANing THE LIBRARY STUDY COU
014710	00448	INDIANA DEPARTMENT OF REVENU	1556.18	25 MAR 96	DAUGHERTY REG.#0015 & BEEVER
014711	00449	INDIANA DEFERRED COMPENSATIO	262.67	25 MAR 96	ELEVATOR INSPECTION-JAN. 199
014712	00450	CITY OF RENSSELAER	2588.60	25 MAR 96	FICA & FED TAXES WITHHELD 25
014713	00451	ILF ANNUAL CONFERENCE	60.00	25 MAR 96	STATE & COUNTY TAX WITHHELD
014714	00452	NIPSCO	3864.26	25 MAR 96	WITHHELD FROM 25 MAR 96 PAYR
014715	00453	UNITED TELEPHONE COMPANY	763.45	25 MAR 96	DAUGHERTY,KOORY,KOPANDA,SCHUL
					RENSSELAER UTILITIES-FEB.199
					ILF CONF.REGISTRATION-S. PHI
					UTILITIES-FEB-DEMOTTE & WHEA
					TELEPHONE-MARCH-RENS. \$602.9
					WHEATFIELD-\$160.46
					WHEATFIELD-\$160.46
		--TOTAL AMOUNT OF CLAIMS--	70919.65		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 70919.65. Dated 08 APR 96.

_____	_____
_____	_____
_____	_____
_____	_____

F5

[illegible]

REGISTER OF CLAIMS
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
08 Apr 96

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005359	00543	MARLENE BEEDLE	362.53	10 APR 96	PAYROLL
005360	00554	YVONNE J. BEEVER	768.43	10 APR 96	PAYROLL
005361	00560	BELSTRA, COURTNEY B.	113.37	10 APR 96	PAYROLL
005362	00557	AMY A. BROWN	50.13	10 APR 96	PAYROLL
005363	00536	GLENDA BROWN	509.71	10 APR 96	PAYROLL
005364	00558	REBECCA S. CARDEN	548.03	10 APR 96	PAYROLL
005365	00539	RENEE CARR	388.38	10 APR 96	PAYROLL
005366	00538	LYNN DAUGHERTY	1102.44	10 APR 96	PAYROLL
005367	00561	KIMBERLY DELGER	79.94	10 APR 96	PAYROLL
005368	00542	JULIE EISELE	418.56	10 APR 96	PAYROLL
005369	00530	CHARLOTTE FAGEN	654.09	10 APR 96	PAYROLL
005370	00564	STEPHANIE D. FILSON	290.35	10 APR 96	PAYROLL
005371	00551	MOLLY A. GATLIN	55.41	10 APR 96	PAYROLL
005372	00562	HEEKE, MICHELLE M.	795.98	10 APR 96	PAYROLL
005373	00555	HEATHER A. HOPP	111.78	10 APR 96	PAYROLL
005374	00541	ROSE E. HOWARD	506.91	10 APR 96	PAYROLL
005375	00544	GAIL M. JUNG	645.90	10 APR 96	PAYROLL
005376	00553	ANGELA M. KARCH	96.59	10 APR 96	PAYROLL
005377	00537	DIANA KOOS	405.69	10 APR 96	PAYROLL
005378	00533	JOAN KOPANDA	429.07	10 APR 96	PAYROLL
005379	00534	KROS, DIANE	541.03	10 APR 96	PAYROLL
005380	00546	SHARON K. LEWIS	128.55	10 APR 96	PAYROLL
005381	00563	DIANE M. OPOLSKI	214.26	10 APR 96	PAYROLL
005382	00565	SHARON L. PHILLIPS	361.62	10 APR 96	PAYROLL
005383	00535	BONNIE POWELL	370.60	10 APR 96	PAYROLL
005384	00556	ANNETTE M. PRATT	98.79	10 APR 96	PAYROLL
005385	00559	LISA RUSHER	375.83	10 APR 96	PAYROLL
005386	00531	SHARON SCHULENBERG	471.82	10 APR 96	PAYROLL
005387	00547	LYNN M. STALBAUM	100.60	10 APR 96	PAYROLL
005388	00549	JACK STANDISH	321.97	10 APR 96	PAYROLL
005389	00532	JILL TACHTIRIS	507.62	10 APR 96	PAYROLL
005390	00552	ELAINE WALING	72.20	10 APR 96	PAYROLL
005391	00545	WEBSTER, RACHAEL D.	140.94	10 APR 96	PAYROLL
005392	00540	WHITED, AMBER	286.57	10 APR 96	PAYROLL
005393	00550	MARGARET M. WOODS	471.66	10 APR 96	PAYROLL
005394	00548	LEANNE YORK	825.49	10 APR 96	PAYROLL
014717	00454	A.E. BOYCE CO., INC.	405.62	08 APR 96	VENDOR CHECKS, A/P VOUCHERS
014718	00455	ACORDIA PERSONAL BENEFITS, I	280.98	08 APR 96	QTLY PREMIUM-EISELE
014719	00456	AFFORDABLE COMMUNICATIONS	120.00	08 APR 96	PHONE REPAIRS
014720	00457	ALL-PHASE ELECTRIC SUPPLY CO	91.42	08 APR 96	BALLAST
014721	00458	AMBER WHITED	4.00	08 APR 96	MILEAGE
014722	00459	AMERICAN LIBRARY ASSN	22.50	08 APR 96	BOOK-ADMINISTRATIVE
014723	00460	ASSOCIATED LIBRARIES, INC.	1799.17	08 APR 96	BOOKS
014724	00461	AVC CORPORATION	99.00	08 APR 96	SOFTWARE-FIXED ASSETS PROGRA
014725	00462	BAKER & TAYLOR	3972.36	08 APR 96	BOOKS
014726	00463	BAKER & TAYLOR BOOKS	70.30	08 APR 96	CONTINUATIONS-BOOKS
014727	00464	BAKER & TAYLOR ENTERTAINMENT	106.53	08 APR 96	VIDEOS
014728	00465	BEN FRANKLIN	5.36	08 APR 96	CRAFT SUPPLIES-CHILDREN PROG

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 08 Apr 96

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014729	00466	BETTY A. HUFF (PAS-TIME BOO	1565.02	08 APR 96	BOOKS/CASSETTES
014730	00467	BIERMA HARDWARE, INC.	17.62	08 APR 96	ICE MELT, LAVATORY HANDLE-WH
014731	00468	CD ONE STOP	190.67	08 APR 96	CDs
014732	00469	CHARLOTTE FAGEN	37.00	08 APR 96	MILEAGE
014733	00470	CHICAGO TRIBUNE	183.30	08 APR 96	NEWSPAPER SUBSCRIPTION TO 3/
014734	00471	CLEMENT COMMUNICATIONS INC.	115.16	08 APR 96	SUPERVISOR'S GUIDE TO EMPLOY
014735	00472	CONGRESSIONAL QUARTERLY INC.	319.00	08 APR 96	CQ RESEARCHER RENEWAL TO 5/1
014736	00473	CONSOLIDATED INSURANCE AGENC	1863.00	08 APR 96	WORKMEN'S COMP POLICY TO 4/1
014737	00474	CUSTOM LAWN CARE	250.00	08 APR 96	SNOW REMOVAL & YARD CLEAN-UP
014738	00475	DIANA KOOY	10.50	08 APR 96	MILEAGE & VENETIAN BLIND REP
014739	00476	DIANE KROS	20.50	08 APR 96	MILEAGE
014740	00477	DARYL'S PASTRY SHOP	8.97	08 APR 96	INCOLSA PROGRAM-HOSPITALITY
014741	00478	DEMCO	738.64	08 APR 96	AV PROCESSING SUP.P/BOOK JAC REPAIR TAPE
014742	00479	ENTRE COMPUTER CENTER	55.49	08 APR 96	REPAIRS-POWER SUPPLY FAN-REN
014743	00480	FAS-TRACK COMPUTER PRODUCTS	78.00	08 APR 96	CD-ROM DISC CADDIES
014744	00481	FASE'S	52.50	08 APR 96	REDOUT FOR SOFTNER-DEMOTTE
014745	00482	FRED PRYOR SEMINARS	99.00	08 APR 96	EXCEPTIONAL ASST.SEMINAR-WOO
014746	00483	GAIL JUNG	11.00	08 APR 96	MILEAGE
014747	00484	GAIL JUNG	41.56	08 APR 96	PETTY CASH-RENS.
014748	00485	GAYLORD BROS.	22.00	08 APR 96	GISCOMM. SOFTWARE MTNCE-TO 1
014749	00486	GROLIER EDUCATIONAL CORPORAT	2507.40	08 APR 96	ENCYCLOPEDIAS
014750	00487	GROLIER PUBLISHING COMPANY	1433.32	08 APR 96	BOOKS
014751	00488	GRUNKO FILMS INC.	54.90	08 APR 96	VIDEOS
014752	00489	H. W. WILSON COMPANY	345.00	08 APR 96	FICTION CATALOGS
014753	00490	HILL SATELLITE	65.00	08 APR 96	MONITOR CHANNELLING-PROF. SE
014754	00491	INDIANA DEPT.OF WORKFORCE DE	1098.33	08 APR 96	1st QTR. UNEMPLOYMENT COMPEN
014755	00492	INDIANA STATE LIBRARY	160.00	08 APR 96	PLAC CARDS-1st QTR. 1996
014756	00493	INFORMATION/REFERENCE GROUP	91.75	08 APR 96	SATA VOL. 85-BOOK
014757	00494	JULIE EISELE	16.50	08 APR 96	MILEAGE
014758	00495	KANKAKEE VALLEY POST NEWS	32.00	08 APR 96	NEWSPAPER SUBSC. TO 4/29/97-
014759	00496	LDDS WORLDCOM	872.97	08 APR 96	DATA LINES/LONG DISTANCE-MAR
014760	00497	LYNN DAUGHERTY	296.01	08 APR 96	MILEAGE/MEALS-LODGING U.of W
014761	00498	MARGE HOHNER	13.00	08 APR 96	MILEAGE-MARCH BOARD MTG.
014762	00499	MARSHALL CAVENDISH CORPORATI	795.90	08 APR 96	BOOKS
014763	00500	MICROMARKETING ASSOCIATES	58.85	08 APR 96	
014764	00501	NATIONAL GEOGRAPHIC SOCIETY	13.90	08 APR 96	BOOK
014765	00502	NETNITCO	67.50	08 APR 96	INTERNET LINE-APRIL 1996
014766	00503	NORTHWESTERN INDIANA TELEPHO	147.88	08 APR 96	TELEPHONE-APRIL-DEMOTTE
014767	00504	POSTMASTER	24.00	08 APR 96	PO BOX RENTAL-1996
014768	00505	POSTMASTER GENERAL	896.00	08 APR 96	STAMPS:100-\$1; 200-50s; 100- 100-10s; 2000-23s; 100-5s; 2 200-3s; 100-2s; 200-1 cent
014769	00506	PRECISION CONTROL SYSTEMS, I	1132.50	08 APR 96	HEATING ADJUSTMENTS-COLD BUI
014770	00507	PUBLIC EMPLOYEES' RETIREMENT	8229.07	08 APR 96	FIRST QUARTER PAYMENT-1996
014771	00508	QUILL	131.94	08 APR 96	COMPUTER PAPER
014772	00509	READER'S DIGEST ASSOCIATION	67.38	08 APR 96	MAG.SUBSCRIPTION RENEWALS-TO
014773	00510	REED REFERENCE PUBLISHING	254.13	08 APR 96	BIP SUPPLEMENT 95-96

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

08 Apr 96

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014774	00511	REGENT BOOK CO., INC.	30.18	08 APR 96	BOOKS
014775	00512	RENSSELAER REPUBLICAN	93.79	08 APR 96	PUBLIC SERV. ASST AD-RENS
014776	00513	REVCO D.S., INC.	16.25	08 APR 96	SUNDAY PAPERS-DEM.
014777	00514	ROHAN SERVICE AGENCY OF SO.B	267.75	08 APR 96	BOILER-PILOT ASSEMBLY REPAIR
014778	00515	SECURITY COURIERS CORP.	679.44	08 APR 96	TRANSPORT SERVICE-3/8 TO 3/2
014779	00516	SIMPLEX TIME RECORDER CO.	36.00	08 APR 96	DIALER TAPE REPAIRS-RENS
014780	00517	SOCIAL ISSUES RESOURCES SERI	285.00	08 APR 96	PERIODICAL SUBSCRIPTIONS
014781	00518	STECK-VAUGHN COMPANY	35.95	08 APR 96	BOOKS
014782	00519	THERMOGAS COMPANY	71.00	08 APR 96	REFRIGERATOR REPAIRS
014783	00520	TIME-LIFE EDUCATION	113.60	08 APR 96	BOOKS
014784	00521	TOWN OF DEMOTTE	40.72	08 APR 96	SEWER SERVICE-FEB 1996-DEMOT
014785	00522	TOWN OF WHEATFIELD SEWER WOR	41.05	08 APR 96	APRIL 1996 SEWER SERVICE-WHE
014786	00523	VALUE LINE PUBLISHING, INC.	84.00	08 APR 96	EXPANDED EDITION SUBSC.TO 11
014787	00524	UNIVERSITY MICROFILMS INTERN	23.71	08 APR 96	RENS. REPUBLICAN MICROFILMIN
014788	00525	VIKING OFFICE PRODUCTS	435.59	08 APR 96	TRASH LINERS,COPY PAPER, PEN SHARPENER, NON-GLARE SCREEN, M
014789	00526	WAL-MART STORES, INC.	211.83	08 APR 96	VIDEOS, CHILDREN PROG. SUPPL
014790	00527	WALGREEN'S	23.50	08 APR 96	PUZZLES-SUMMER READING PROGR
014791	00528	WILCO PICK & SAVE	22.43	08 APR 96	ADULT READING PROGRAM SUPPLI
014792	00529	YVONNE BEEVER	27.38	08 APR 96	UNIV. OF WISC. WORKSHOP EXPE
014793	00566	BANK ONE	4545.91	10 APR 96	FICA & FED TAXES WITHHELD 10
014794	00567	INDIANA DEFERRED COMPENSATIO	262.67	10 APR 96	WITHHELD FROM 10 APR 96 PAYR KOPANDA, DAUGHERTY, KOORY, SCHUL
014795	00568	ACORDIA PERSONAL BENEFITS, I	271.94	10 APR 96	QTLY PREMIUM-RUSHER
014796	00569	TEETERS CULLIGAN	9.95	10 APR 96	WATER COOLER RENTAL-APRIL-WH
014797	00570	UNITED TELEPHONE COMPANY	652.75	10 APR 96	DATA LINES & RENS. PHONE-APR

--TOTAL AMOUNT OF CLAIMS-- 53366.63

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 53366.63. Dated 08 APR 96.

_____	_____
_____	_____
_____	_____
_____	_____

MAY

AGENDA

Jasper County Public Library Board of Trustees
Monday, ~~April 8~~^{MAY 13}, 7:00 PM
DeMotte Library

Purpose

Opening of meeting

- A. Moment of silence
- B. Approval of agenda format

Action

Approval of Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. Salary ordinance update(R 11)
- D. Policy Review (R 3-R 10)

General Business

- A. Building problem update (R 21-R 25, R 27)
- B. Budget Committee (R 28)
- C. Wheatfield High School sign (R 29)
- D. Five Year Plan: 1996 goals (R 15-R 18)
- E. Trustee workshops (R 28- R 29)
- F. Internet K-12, ILF Preconference
- G. Technology Grant Contract Approval (R 27)

Action
Discussion
Action
Discussion
Discussion
Information
Action

Director's Report (R 27 - R 30)

Information

Items for future Agendas

Public Forum

Adjournment

MINUTES.....April 8, 1996
Jasper County Public Library Board of Trustees Meeting 7:00 PM

Present: R. Souza, W. Doty, B. Leestma, M. Hohner, M. Duggleby, A-M Egan, M.L. Casey, L. Daugherty.

1. **AGENDA:** The Agenda format was approved on a motion by A-M Egan, seconded by M. Hohner. Motion passed.
2. **CONSENT AGENDA:** The Consent Agenda including the March Minutes, Bills/Financial Reports, Advance Draw, and Salary Ordinance Update, were approved on a motion by A-M Egan, seconded by M. Duggleby. Motion passed 6-1.
3. **PERSONNEL POLICY:** The Policy Committee presented a revised Personnel Policy for approval. They further recommended that the Board increase the library's contribution to an employee's health insurance to \$90 per month in 1997, \$100 per month in 1998, and \$110 per month in 1999. These Personnel Policy and health insurance recommendations were passed on a motion by W. Doty, seconded by M. Hohner. Motion passed by 5-2. (revised policy appended)
4. **BUILDING PROBLEMS UPDATE:** The infrared scan completed 3/27/96 at DeMotte Library showed that the insulation is adequate. They did note, however, that some diffusers adjacent to one another were putting out heat varying up to 24 degrees. This would indicate a mechanical problem possibly exists. Rensselaer Library is scheduled on 4/9 for the infrared scan. The board agreed that a letter should be written to Circle "R" Mechanical stating in a positive manner the results of the scan and the need for further action on Circle "R"'s part.
5. **NON-RESIDENT FEE:** W. Doty moved, seconded by B. Leestma, to charge \$35.00 for a non-resident library card. Motion passed 5-2.
6. **BUILDING SIGNAGE:** L. Daugherty will gather cost information on an installed double-sided lighted building sign at Rensselaer, and a single display one for Wheatfield Library. It was the consensus of the board that these signs are not a top priority and might best be funded with leftover Construction Funds or gift funds.
7. **FUTURE LIBRARY PROPERTY NEEDS:** The Board set priorities for future property purchases. The parking lot behind the Wheatfield Library owned by KV School Corporation is most desirable. The green house to the north of the library would be the second preference if it becomes evident that the parking lot will not be available. Lastly, at DeMotte, the purchase of any of the three houses south of the library is desired.
8. **BUILDING INSURANCE:** The board gave their consent for Consolidated Insurance to raise the value of our buildings by 4% and insure for this amount in order to keep up with inflation.

9. **SIDEWALKS:** Stepping stones will be installed at the Wheatfield Library and DeMotte Library in lieu of a blacktop or concrete sidewalk.

10. **LIBRARY SPONSORED PROGRAMS:** The board approved charging a fee to pay an instructor for a sign language class at the library and to pay for course materials. In general, they approved the charging of fees when necessary for programs sponsored by the library. It was suggested that the library underwrite some of the costs of such programs. Staff will ensure that such programs are taught by qualified instructors.

11. **PROFESSIONAL MEETING:** Permission was given for Sherri Phillips to attend a Fred Pryor Seminar on *Stand-Up, Speak Out, & Succeed*.

12. **PERSONNEL MATTERS:** Rebecca Carden, Youth Services Specialist, has handed in her resignation effective May 31st. Her replacement will be hired hopefully mid-May so Rebecca can train her to take over the summer children's programs with ease.

13. **TRUSTEE WORKSHOPS:** Delphi Public Library will be sponsoring a Workshop for board members on Saturday, May 18th at Camp Tecumseh YMCA Outdoor Center. The Lowell Library is surveying the library community to see if there is interest in another Dan Cain Workshop. Trustees interested in attending one of these workshops were asked to contact Lynn as soon as possible.

Marge Hohner announced she will be resigning from the Board at the end of her term on June 30th.

With no further business W. Doty moved to adjourn. Motion seconded by A-M Egan.


Attest: Barbara Leestma, Secretary

Robert Souza, President

MEMORANDUM

Policies for Consideration in May:

Audiovisual Equipment Loan Policy
CD ROM Workstation Use Policy
Computer and Typewriter Use Policy
Microfilm/Microfiche Reader/Printer Policy
Reference Policy
Video Cassette Policy

The Policy Committee is recommending minor changes to the **AV Equipment Loan Policy, Reference Policy and Video Cassette Policy.** These changes are underlined so they can be easily noted.

The **Computer and Typewriter Use Policy** has a new section which was taken from the Procedure for computer and typewriter use and put back into the policy. PLAC borrowers are also noted as being ineligible to use computer or typewriter. The computers in question are the PC's which have word processing software.

The **CD ROM Workstation Use Policy** and **Microfilm/Microfiche Reader Printer Policy** are new. They reflect the current procedures which regulate their use.

Vote: To approve the above policies, as recommended by the Policy Committee.

MEMORANDUM

Policies for Consideration in May:

Audiovisual Equipment Loan Policy
CD ROM Workstation Use Policy
Computer and Typewriter Use Policy
Microfilm/Microfiche Reader/Printer Policy
Reference Policy
Video Cassette Policy

The Policy Committee is recommending minor changes to the **AV Equipment Loan Policy, Reference Policy and Video Cassette Policy**. These changes are underlined so they can be easily noted.

The **Computer and Typewriter Use Policy** has a new section which was taken from the Procedure for computer and typewriter use and put back into the policy. PLAC borrowers are also noted as being ineligible to use computer or typewriter. The computers in question are the PC's which have word processing software.

The **CD ROM Workstation Use Policy** and **Microfilm/Microfiche Reader Printer Policy** are new. They reflect the current procedures which regulate their use.

Vote: To approve the above policies, as recommended by the Policy Committee.

AUDIOVISUAL EQUIPMENT LOAN POLICY

1. All audiovisual equipment may be borrowed for a period of 24 hours unless special arrangements have been made through the agency librarian.
2. All equipment requires a \$10 deposit and a \$2.00 per day fee. The deposit will be returned when the equipment is returned undamaged. The organization or individual is responsible for replacement or repair cost of item beyond normal wear.
3. No fee will be charged for use of equipment in the library.
4. Persons borrowing equipment must be 18 years of age and be currently registered JCPL users in good standing.
5. FINES: No fines are to be charged for any equipment. *(Either leave out completely or change to read: A fine of \$2.00 per day will be assessed for materials returned after the agreed upon time.)*
6. All employees and board members of JCPL are exempt from paying any fees, deposits or fines, but they are responsible for repair or replacement costs of any item beyond normal wear.

5/94; rev. 5/95

AUDIOVISUAL EQUIPMENT LOAN POLICY

1. All audiovisual equipment may be borrowed for a period of 24 hours unless special arrangements have been made through the agency librarian.
2. All equipment requires a \$10 deposit and a \$2.00 per day fee. The deposit will be returned when the equipment is returned undamaged. The organization or individual is responsible for replacement or repair cost of item beyond normal wear.
3. No fee will be charged for use of equipment in the library.
4. Persons borrowing equipment must be 18 years of age and be currently registered JCPL users in good standing.
5. FINES: No fines are to be charged for any equipment. *(Either leave out completely or change to read: A fine of \$2.00 per day will be assessed for materials returned after the agreed upon time.)*
6. All employees and board members of JCPL are exempt from paying any fees, deposits or fines, but they are responsible for repair or replacement costs of any item beyond normal wear.

5/94; rev. 5/95

CD ROM Workstation Use Policy

The CD-ROM workstations are available for use by all patrons, on a first-come, first-served basis. Children under 7 years of age may use the workstations only when accompanied by a parent or guardian.

To allow all patrons an opportunity to use these computers, usage must be limited to 15 minutes if others are waiting.

Only one (1) person at a time may use the workstation (except by special permission).

Only library owned CD-ROM's may be used on the workstation.

The first five print-outs are free of charge. Additional pages cost 10 cents each.

Headphones are available for use. The volume of audio programs must be kept low enough that other patrons are not disturbed.

Computers are sensitive pieces of equipment and must be handled with care. No pounding or roughhousing will be tolerated. Change previous statement to: **No abuse of equipment or software will be tolerated.** Loss or damage to the workstations, peripheral equipment or library software will be paid for by the user.

Library staff have the right to restrict usage for those people who cannot abide by the regulations of the library and the specific rules for use of the computers.

Computer and Typewriter Use Policy

The Library provides computers (PC's) for the use of patrons in the library. Only Jasper County library card holders in good standing are eligible to use these computers. ~~(omit:except that)~~ Reciprocal and PLAC borrowers are *not* eligible to use the computers.

New: Children seven (7) years of age and under may use the computer only when accompanied by an older person. At DeMotte and Rensselaer libraries, children below the 6th grade level may use only computers in the children's area of the library.

The library staff can provide only limited assistance in computer use.

The Library also provides typewriters for the use of patrons in the library.

Library staff have the right to restrict usage for those people who cannot abide by the regulations of the library or the specific rules for use of the computers or typewriters.

Adopted 5/94; reviewed 5/95

New Policy

Microfilm/Microfiche Reader/Printer Policy

Only persons 18 years of age or older may use the reader/printers. Anyone under 18 years of age must have assistance with the usage of the machine. If a parent or staff member is not available to assist, patrons under 18 years of age will not be permitted to use the machine. Loss or damage to the reader/printer or to microforms due to abusive handling will be paid for by the user.

Print copies are 30 cents per page.

Availability of the reader/printer is first come, first served, with a two hour limit. If no one is waiting, patron may continue use.

Library staff have the right to restrict usage for those people who cannot abide by the regulations of the library and the specific rules for use of the reader/printer.

REFERENCE POLICY

I. REFERENCE SERVICE DEFINED

Good reference service involves identifying a person's information need and proceeding to fulfill it accurately, efficiently and pleasantly, using the resources available in the Library system, and including referral to resources in other libraries or agencies, if necessary. It also includes providing instruction in library use.

II. MISSION STATEMENT

The Jasper County Public Library regards as valid every reference question asked by any patron. All questions will be given equal consideration, and each will be answered as accurately and completely as possible within a reasonable time limit. Full library service will be available to all patrons and no questions asked by a patron will be considered unanswerable.

III. STATEMENT OF OBJECTIVES

Old: Reference service will be provided through direct provision of information or through provision of instruction in the use of sources to each person to the degree that he or she individually requires.

Replace with new: Reference service involves directly providing information or providing instruction in the use of sources to each person to the degree that he or she individually requires.

Patrons will have opportunity to receive instruction in the use of sources and facilities but will not be denied information on the basis of whether or not they learn or accept instruction. However, the Library will encourage patrons who will need to use reference tools repeatedly, to learn the use of these tools.

The following services will be offered to patrons (listed in order of priority)

1. Directional personal service to library users who come to the library. Patrons are served on a first come, first served basis.
2. Telephone inquiries
3. Library orientation and bibliographic instruction
4. Mail reference

IV. STANDARDS

1. All information requests are to be handled. If information is available, it is provided to patrons without making a judgment on its moral or aesthetic worth.
2. No effort will be made to determine whether library users are entitled to library cards before reference service is given except to decide whether or not informational material will be checked out or interlibrary loan requested.
3. The needs of every library patron will always be taken seriously and treated with utmost respect and confidentiality. Discussion of any individual or group of individuals, whether adult or child, or their inquiries, outside the professional context, is strictly prohibited without the consent of the patron.
4. While on desk duty, service to the public takes precedence over any other duties, and service to the patron in the library takes precedence over telephone inquiries.
5. It is not sufficient for the staff to wait for a patron to request assistance. Since many patrons are reluctant to request aid, it is the responsibility of staff to anticipate public needs and offer service when it appears needed.
6. Information given is always based on accurate printed sources or learned from a reliable authority. The opinion, evaluation or interpretation of staff, even when requested, is not given as fact. Answers to reference questions will only be given after the answer has been verified and a source cited, even for the most common knowledge.
7. Neither the patron's nor the staff member's personal opinions and beliefs should influence the quality of service given.
8. Staff shall not offer their personal opinions on social issues, politics, religion, etc., to patrons.
9. No time limit should be put on searching. However, lengthy searches of periodicals, bibliographic sources, or searches through extensive reference materials are beyond the Library's resources to perform in most instances. The agency head should consult with the Director before making an exception to this general rule.
10. Telephone reference service should be used for short, factual information questions which do not require extensive reading or (any) interpretation on the staff member's part.

VIDEO CASSETTE POLICY

1. Borrower must be a registered JCPL library user in good standing.
2. Borrower must be 18 years of age or older.
3. Loan period will be two days including Sundays and holidays with no renewals. If the date due falls on a day the library is closed, the date due will be the next date the library is open.
4. An extended loan period of 1 week with no renewals is allowed for educational and civic organizations. Civic organizations may only obtain an extended loan on videos which have been cleared for public performance. Change last sentence to read:....may obtain an extended loan only on videos....
5. Each person may borrow only two (2) video cassettes which he/she must return before borrowing others.
6. Fines will be \$1.00 per day per title returned after due date.
7. No reserves will be taken on video cassettes except in the following situations: A teacher wishing to use a video in an educational setting may reserve the video for a specific date. Other group leaders wishing to use a video *which has been cleared for public performance* may also reserve a video for a specific date.

Adopted 5/94; reviewed 5/95

Salary Ordinance 1996

Name	Classification	Present Hrly Wage	Hrs Worked	Library	
Beedle, Marlene	Lib. Asst. 1	\$7.20	32	D	
Beever, Yvonne	Librarian 2	\$12.50	40	R	
Belstra, Courtney	Page	4.50/4.75/5.00	10	D	Raise 3/1,9/1
Brown, Amy	Page	4.75/5.00	10	R	Raise 7/1/96
Brown, Glenda	Specialist 1	\$8.39	40	R	
Carden, Rebecca	Specialist 2	\$8.77	40	R	Resign 5/31/96
Carr, Renee	Lib. Asst 2	\$8.09	32	D	
Colvin, Valerie	Page	\$4.50	10	R	5/15;raise 11/15
Daugherty, Lynn	Director	\$19.19	40	R	
Delger, Kim	Clerk	\$5.00/5.25	8	D	Resigned 4/96
Eisele, Julie	Lib Asst 2	\$7.29	40	R	
Fagen, Charlotte	Specialist 2	\$9.54	40	D	
Filson, Stephanie	Clerk	5.00/5.25	40	R	Raise 7/1
Gatlin, Mollie	Page	\$5.25	10	D	
Heeke, Michelle	Librarian II	\$12.50/\$13	40	R	Raise 10/1
Hopp, Heather	Page	4.75/\$5.00	10	R	Resign 5/11/96
Howard, Rose	Janitor	\$8.22	40	D,W	
Jung, Gail	Admin. Asst	\$9.63	40	R	
Karch, Angela	Page	\$5.00	10	D	
Kooy, Diana	Librarian I	\$10.25/\$10.65	32	W	Raise 3/1
Kopanda, Joan	Lib. Asst 2	\$8.21	32	D	
Kros, Diane	Specialist 2	\$8.77	40	W	
Lewis, Sharon	Clerk	\$6.09	10	R	
Opolski, Diane	Library Asst 1	5.50/6.00	32	W	Raise 7/1
Phillips, Sharon	Lib. Asst 2	6.17/6.49	40	R	Resign 4/30
Powell, Bonnie	Lib. Asst 1	\$7.83	30	R	longevity-4-9 yrs
Pratt, Annette	Clerk	5.25/5.67	10	R	Raise 6/1
Reagan, Jackie	Lib. Spec. 2	\$8.00	40	R	
Rusher, Lisa	Lib. Asst 1	5.50/6.00/6.40	35	R	Raise 3/1,9/1
Schulenberg, Sharon	Spec. Serv Lib	\$10.03	35	R	longevity-20 yrs
Spurgeon, Eileen	Clerk	\$6.59	5	R	
Stalbaum, Lynn	Page	\$5.25	10	W	
Standish, Jack	Janitor/Maint	\$7.00	29	R	
Tachtiris, Jill	Specialist 1	\$8.71	40	D	
Waling, Elaine	Page	\$5.00	10	R	
Webster, Rachael	Clerk	\$6.59	21	D	
Whited, Amber	Lib. Asst 1	\$6.80	32	W	
Woods, Peggy	Specialist 1	\$7.71	40	R	
York, Leanne	Librarian 2	\$13.00	40	D	
	Bkkeeper/Clerk	\$6.50	5	R	

Rafaela Cruz
Mary S. Duggles
Celine-marie Egan
Margaret Lehner

Barbara Lestua

CIRCULATION STATISTICS

	DEMOTTE					RENSSELAER					WHEATFIELD					SYSTEM	
	Added		Withdraw		CIRC-ULA-TION	Added		Withdraw		CIRC-ULA-TION	Added		Withdraw		CIRC-ULA-TION	TOTAL: CIRCULA-TION	
	V	T	V	T		V	T	V	T		V	T	V	T			
	O	I	O	I		O	I	O	I		O	I	O	I			
	L	T	L	T		L	T	L	T		L	T	L	T			
	U	L	U	L		U	L	U	L		U	L	U	L			
	M	E	M	E		M	E	M	E		M	E	M	E			
	E	S	E	S		E	S	E	S		E	S	E	S			
April 1996			S			S		S			S		S				
XX																	
ADULT BOOKS																	
Fiction	48	48	0	0	2061	79	79	4	4	2217	106	106	0	0	712	4990	
Nonfiction	86	53	0	0	1867	110	69	73	1	1871	64	53	3	0	736	4474	
CHILDREN'S BKS																	
Fiction	168	168	0	0	2121	49	49			1779	59	59	1	1	533	4433	
Nonfiction	71	70	0	0	831	11	11			1076	20	20	5	5	212	2119	
MAGAZINES, ADT																	
					980					569					325	1874	
MAGAZINES, CH					57					32					22	111	
GRAPHIC MAT'L																	
						1	1			10						10	
MICROFORMS																	
																0	
SOUND RE/ADUL	29	14	0	0	282	28	15	1	1	468	15	11	0	0	291	1041	
SOUND REC., CH	1	1	0	0	91	1	1	0	0	93	6	6	0	0	28	212	
CD ROM SOFTWARE	1	1	0	0		1	1	0	0		1	1	0	0		0	
SOFTWARE								2	2							0	
VERTICAL FILE					208					55					3	266	
VHS	7	7	0	0	721	4	4	2	2	944	9	9	0	0	523	2188	
EQUIPMENT										9						9	
TOTAL	411	362	0	0	9219	284	230	82	10	9123	280	265	9	6	3385	21727	
XX																	
PERCENT INCREASE/DECREASE					11.5%					5.5%					-18.4%		
END OF MONTH:					DEMOTTE					RENSSELAER					WHEATFIELD		
Total Materials Owned					34178					47484					25233		
Total Titles Owned					31942					43895					23092		
Daily Avg Circulation					362					358					133		
XX																	
MONTHLY SYSTEM STATISTICS					1995					1996					% change		
Circulation					21066					21727					3%		
Jan. to date circulation					92894					96492					4%		

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
April 1996

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	6129	6250	2550	14929
Borrowers--End of month:	6194	6397	2579	15170
Non-resident, paying	32	43	1	76
PLAC card users	1	1	0	2
Reciprocal borrowers	142	70	9	221
XX				
INTRALIBRARY LOANS FILLED	174	207	68	449
LOCAL HISTORY				
In person	6	56		62
Letters written				0
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	11	78	35	124
Computer software used	11	91	56	158
VCR Use	5	22		27
Microforms		56		56
CD ROM software used		74	6	80
Public use of FAX service	14	14	16	44
Typewriter use	7	6	3	16
Other equipment used		1		1
OTHER LIBRARY SERVICES USED				
Walking book visits	1	1		2
Notarized documents	2	3		5
Meeting Room Use (number of groups)	66	38	23	127
Study room use	12	34		46
Ref book/vf copies made	127	80	3	210
XX				
INTERLIBRARY LOANS				
Requests made for:	52	61	16	129
Items rec'd for:	46	47	16	109
Items outstanding:	6	14	0	20
Items from Indiana libraries	34	35	12	81
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries		2		2

CIRCULATION BY PATRON CODE
April 1996

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	1064	12.6%	1025	11.8%	426	13.0%	2515	12.3%
Adult Female (1)	4856	57.3%	4206	48.5%	1977	60.4%	11039	54.1%
Juvenile 0-11 (2)	1187	14.0%	1310	15.1%	346	10.6%	2843	13.9%
YA 12-17 (3)	470	5.5%	713	8.2%	304	9.3%	1487	7.3%
Nonresident No Fee (4)	197	2.3%	362	4.2%	9	0.3%	568	2.8%
Board/Staff (5)	272	3.2%	432	5.0%	205	6.3%	909	4.5%
School (6)	2	0.0%	132	1.5%	0	0.0%	134	0.7%
St. Joseph College (7)	0	0.0%	93	1.1%	0	0.0%	93	0.5%
State Library Card (8)	0	0.0%	21	0.2%	0	0.0%	21	0.1%
Nonresident Fee (9)	78	0.9%	178	2.1%	0	0.0%	256	1.3%
Corporate (10)	0	0.0%	54	0.6%	0	0.0%	54	0.3%
Reciprocal (11)	352	4.2%	139	1.6%	6	0.2%	497	2.4%
Total	8478		8665		3273		20416	
Total items borrowed by nonresidents	629	7.4%	925	10.7%	15	0.5%	1569	7.7%

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
April 1996

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	14	4	12	30
Number attending	213	51	157	421
YA Programs (14-17)		2		2
Number attending	5	50	2	57
Adult Programs	2	8		10
Number attending	109	124	29	262
Senior Citizen Programs	1	1		2
Number attending	21	12		33
 TOTAL NO. OF PROGRAMS	 17	 15	 12	 44
TOTAL PERSONS ATTENDING	348	237	188	773

**Jasper County Public Library
Five-Year Plan
1996 Goals**

Goal 1

Ensure that the library is providing its communities with well-trained, experienced, service-oriented personnel to meet users' needs effectively and promptly, by regularly reviewing staff size, compensation, benefits and training.

1. Review and upgrade staff training procedures

- 1.1. Study training techniques of other libraries and review JCPL present training schedule for useful elements by March 1997.

September 1996 Management Meeting: discuss how we want to go about collecting data on various training techniques. Between now and then, keep a file of Internet messages on this subject.

2. Offer competitive wages.

- 2.4. In each succeeding year, job descriptions will be updated each November
We will continue to update present job descriptions as a part of the annual evaluation process in the fall. We will also monitor discussions of recommended components of good job descriptions. If the need exists, we will consider a revamping of the format in 1997.

3. Review and upgrade employee benefits.

- 3.3. Investigate insurance policies available through Jasper County agencies, determining the feasibility of participation by JCPL in Jasper County's insurance plan, by February 15, 1996.

In 1996, we will wait to see what results from an effort of northwest Indiana library directors to develop a group plan for these libraries. We will wait until 1997 or 1998 to re-examine health insurance options for JCPL.

5. Raise staff morale

Managers will inquire whether any staff are interested in working on a committee to develop staff recognition methods for JCPL. If an interest exists, this goal will be implemented in 1996 instead of waiting until 1998.

Goal 2

Increase library use by 10% per year.

2. Increase audio, video and popular book titles.

- 2.2 Agency librarians and/or technical service staff will explore ways to purchase paperbacks, romances and westerns for circulation by January 1996.
Diana is in charge of this committee of agency librarians and tech services librarian. Decisions will be made by July 31, 1996.

3. Market library materials and services.

- 3.1 Continue staff training to actively and courteously promote various materials and services.

Continuing activity

- 3.2 Advertise books by genre, author, subject, using such devices as book displays and bookmarks, at the circulation desk and inside books.

Continuing activity

- 3.3 Restructure the walking books program to accommodate various material types. Market the program and address staff concerns by October 31, 1995. A staff member from each branch will be designated to serve on a committee to restructure the program.

Leanne, Bonnie and Diana are on this committee to restructure the program by the end of 1996.

- 3.5 Continue programming in-house and to other area organizations.

A change in emphasis may result in fewer in-house adult programs in some libraries. Instead, libraries may attempt to work with groups scheduling use of the meeting room, to provide book displays and other supports for their programs. They may offer speaker services at organizations' meetings. Community needs will determine the kind of programming offered.

- 3.6 Investigate alternative marketing techniques such as: a booth at the fairgrounds, community festivals, registration campaigns, etc., by December 1997.

Additional money may be put in the 1997 budget to cover possible expenses of this type of marketing.

- 3.8 Continue training the public on available technology and its use in the library.

Some group sessions will be held on CD ROM use for general reference, for business sources, medical sources. Perhaps a session on techniques that transfer, such as boolean searching. Registration will be required. Workshops will be at times when the CD ROM workstations are not heavily used (early mornings, Saturday mornings, etc.) Two persons will be trained at each workstation. Two staff will work at each training session.

Planning will begin immediately. One-on-one training will also be available.

4. Allow patrons the use of Galaxy individual access modules.

- 4.2 Begin to investigate patrons' use of the reserve feature by June 1995.

We will publicize PIN numbers. We will reconsider use of Galaxy's reserve feature.

Goal 3

Supply answers to 90% of information requests within 24 hours.

1. Develop a method to measure the percent of requests answered.

- 1.2. Everyone will record non-filled questions as a guide for developing future resources by February 1995. (Notebook at the circulation desk should be supplied. This notebook will also aid the person in charge of acquisitions to select references needed.)

Continuing activity

2. Use resources of other libraries (system-wide and others)
 - 2.1. Contact St. Joseph's College Library to determine how our libraries can best access their government documents, how patrons may access government documents on their own and what documents are available by Feb. 1995.
Glenda and Michelle will compile a list of useful government documents for reference use by the end of August 1996.
 - 2.4. Investigate the feasibility of expanding access to Internet to include patron usage by December 1996.
Target date for this is fall 1997.
 - 2.5. Investigate development of CD ROM networks which include JCPL and other schools, colleges to determine cost and legal procedures, by January 1998.
CD ROM network will be installed 1996. We will work with the schools to determine whether access can be made available to them also.
3. Improve JCPL reference resources. Investigate cost, availability and practicality of obtaining the following:
While we will not use the researching technique developed by the Goals task force, agency librarians will immediately begin discussing and researching various CD ROM software and online services to determine which best meet our needs. New software will be added in 1996.
4. Ready Reference (local information)
 - 4.1. Select a staff member to correlate the updating of ready reference materials of the three libraries
Dee will continue to update government officials, etc. Each library will send her the answers they have found to often-asked questions. She will be responsible for updating those answers as needed.
5. Train staff to improve reference skills.
 - 5.1. Select a qualified person to give reference workshops to new staff periodically.
Ongoing.
 - 5.2. Allow time at Staff Development sessions for hands-on CD ROM experience for the benefit of visiting staff, beginning with the first Staff Development session of 1995.
We will try 1/2 hour monthly mini-workshops held at each library. This year these will focus mostly on CD ROM and Internet training for reference purposes. One technique will be to have staff bring 2 reference questions they could not answer for patrons during the week. They will search the Internet or the CD ROM for answers. At the end of the year, this training technique will be assessed for effectiveness.

Goal 4

Specialize individual collections and promote resource sharing.

1. By December 1995, a committee will decide which areas of print and nonprint materials can appropriately be developed into specialized collections in one library facility for the benefit of all libraries.
 - 1.1 This committee will consist of the three agency librarians and one reference or public service staff person from each library.

- 1.2 Guidelines will be set to ensure that the needs and desires of users are not ignored in an effort to minimize duplication of materials.
- 1.3 By December 1996, and by the end of each successive year, the committee will assess and revise the plan for materials specialization.
Michelle is in charge of this committee which will complete its work by the end of 1996.
2. By August 1995, a plan will be developed for the sharing of such resources as puppets, posters, exhibits, displays and programs. Those developing this plan will include the three children's specialists, and one person from DeMotte and Rensselaer chosen by their Agency Librarians.
 - 2.1 Media Minds will be approached by the children's specialists to tackle the possibilities of sharing the above resources as well as materials by the fall meeting of 1995.
This topic will be discussed at Media Minds 1996.
3. Supervisors will encourage and facilitate the specialization of staff members, encouraging growth in specific areas according to individual abilities and the library's needs.
Ongoing

Tax Dollars At Work in the Library

On Wednesday morning, April 24, I delivered paychecks to each library. I thought you might be interested in a birds-eye view of what goes on in our libraries. It was only 8:30 AM at DeMotte when I arrived there. The library was not open. Jill was emptying the bookdrop and getting the library ready to open. Charlotte was getting ready for a class coming from DeMotte Elementary for a storytime before the library opened.

Charlotte showed me an amazing traveling exhibit from the Children's Museum in Bradley, Illinois, which was set up in the Storytime Room, thanks to the work of the DeMotte Junior Women's Club. It was a hands on exhibit. In one corner were a number of magnets and objects which would respond to a magnet, as well as a glass-covered display case of some objects that would respond and others which would not. Children could play with the magnets to make their own discoveries.

There were flat, rubberized dinosaur shapes in wooden frames. Children could put paper on top of the shape and do pencil rubbings to make their own dinosaur drawing. On the floor was a 6 foot long wooden dinosaur puzzle and across the room a similar sized skeleton puzzle. There were stuffed animals and snake skins to touch, numerous other objects from nature and many magnifying glasses to examine these objects.

Each school had been given one day of the week to visit the exhibit. Classes came and went continuously all week, I am told.

At Wheatfield, staff were preparing for opening the library. GED classes were meeting in the meeting room.

At Rensselaer, all was in momentary confusion. The computers were down, but Tech Services got them going again, even in the absence of Yvonne, the System Administrator. Congressman Buyer had been inadvertently put in the Meeting Room instead of the Study Room for a meeting. As it turned out, a larger than normal number of persons attended his meeting, so the Study Room would not have accommodated all anyway. This also meant that the teacher and pupil who use the Study Room daily for tutoring did not have to move into the main part of the library. (Our agreement is that they will move out of the Study Room whenever it is needed for a special purpose.)

Sherri was worried, because of the Congressman's meeting, that she would not have time to set up the meeting room for the 12 noon satellite program for

Secretaries and Administrative Assistants (offered by the American Management Association) for which we had 26 persons registered.

At the same time, the Environmental Protection Agency, which had been rescheduled to the Storytime Room from the Meeting Room because of the Satellite program, had more attendees than staff expected. Staff was trying to get the room set up with enough tables and chairs for about 30 persons, while leaving sufficient numbers in the meeting room for that program. And Rebecca had a session with a class from one of the schools in the Children's Room, since the Storytime Room was otherwise occupied.

All worked out well. Congressman Buyer was out of the meeting room in plenty of time for setup for the next program. The EPA people appeared satisfied with their arrangements.

Later, when all problems were solved, I commented to the staff on how lucky they are to work in such a quiet, stress-free environment (or so it seemed at that moment). They laughed.

It was great to see all the activity. Our libraries truly are centers of the community, as they should be.



JASPER COUNTY PUBLIC LIBRARY

☐ Rensselaer Public Library, Headquarters
208 West Susan Street
Rensselaer, Indiana 47978-2447
219 • 866-5881
Fax 219 • 866-7378

☐ DeMotte Public Library
901 Birch Street SW
P.O. Box 16
DeMotte, Indiana 46310-0016
219 • 987-2221
Fax 219 • 987-2220

☐ Wheatfield Public Library
170 S. Grace Street
P.O. Box 247
Wheatfield, Indiana 46392-0247
219 • 956-3774
Fax 219 • 956-4808

April 29, 1996

Mr. Donald K. Rothenberger
Ratio Architects, Inc.
Suite 100, Schrader Building
107 S. Pennsylvania St.
Indianapolis, IN 46204-3684

Dear Kim:

Attached is a list of all building problems (and inspections, etc.) the Jasper County Public Library has had since the March 1 meeting of architect, contractors, engineers and owner. We note that we have not yet received a report of the findings of Infrared Services for Rensselaer.

When I spoke with you on the phone, you conveyed your regret that contractors have not done the testing which they agreed to do at the March 1 meeting. However, several problems have already been identified which require action from you or Marv Trietsch in order to correct errors.

1. On November 6, 1995, Mark Frost was sent from Circle Design to determine whether the leaking found in heating pipes in both buildings was caused by improper support (and to look at other problems). His written report states that : "In most instances piping supports seems to be adequate and the quality of the work appeared to be good. Exceptions to this was at <DeMotte>VAV #20 and #4 near the lower level entry vestibule where the piping was at odd angles and was not supported adequately."

Incidentally, his 11/6/95 inspection came *after* Precision Controls did \$3500 worth of repairs on leaking pipes.

2. Further, Mark Frost refers in that report to actuator failures: "We will follow up with Precision Controls to determine the cause of the problems. It is possible that the transformers are defective and they should be checked by Precision Controls."

Nothing has ever been done about this problem and it now seems possible that faulty actuators *could* be the cause of the hot and cold air blowing from adjacent heat diffusers. This is also a problem that is in your lap at this time.

3. I have reminded you on several occasions that Circle R never attached domestic water valve tags to ceilings at the Rensselaer Library nor provided a domestic water valve chart at the DeMotte Library. In February 1995, Circle R finally sent John Simons to map out the locations where tags were necessary and make a chart. He never returned to provide us with chart and tags. That was part of the project specifications.

4. During the tour of the libraries after the March 1 meeting, Marv identified two places where VAV sensors are positioned on the column in the middle of our computer terminal islands--a heat producing location. Since these areas were designed by *you* to house our terminals, it should be your responsibility to move the sensors to a different location.

5. You noted that no insulation was installed in the vertical portion of the Rensselaer meeting room bulkhead. It is still without insulation.

Since *all* parties seem reluctant to give prompt attention to these problems, I think it highly likely that the Board will take action against all parties at their May 13 meeting. I wanted you to be aware of this situation.

Sincerely,

Lynn Daugherty, Director

cc: Mr. Kent Mahnesmith, Dumas & Moriarty(fax:219-866-2274)

DeMotte/Rensselaer Building Problems

Since March meeting with contractors

Air Conditioning

4/3/96. Rensselaer. Rohan Trane quarterly service call. Work order 041148. Completed spring start. Checked all pressures & temps, both crankcase heaters o.k. Greased all bearings. Belts o.k. All condensor fans o.k. Checked super heat on T.X.V.S. - all ok. Jim P.

4/10/96. Rensselaer. Building up to 80° in afternoon. Outside temp 69°. Called Precision. They said air conditioner not on (or they could not make it come on?)

4/11/96. Rohan Trane Work order #41438: Checked and found unit locked out on low ambient; asked control people to lower setting to 60°. No other problems. 4/12-Rechecked operation. OK.

Rohan Trane Invoice #28686. (4/19/96) Repair labor: a/c not running. \$124. Trip charge \$19.75. Total: **\$143.75**

4/17/96. DeMotte. Precision Work Order #60610. VAV 10: Study Room. 83°. DMS signal to valve actuator - ok. Actuator strokes open/closed. When control valve (actuator) closed, HW coil still has flow. Control valve body will need to be rebuilt or replaced. It is not seating properly. (Matt Y.)

4/19/96. DeMotte. Air conditioning not on. Rohan Trane Work order #041618. Evap. fan had tripped freeze stat. Reset freeze stat and system started. Recommendations: check calibration of freezestat. Check reason for tripout. (Jim P.?) Jim told Leanne that the freeze stat is to prevent water in pipes from getting too cold. Shuts off when a certain temp. Showed her where button is behind air conditioner to restart. Said if this happened frequently they would have to come back and spend a day determining what the problem is.

Leanne mentioned that library was 80° -- and the staff likes it. Has been too cool.

4/22/96. DeMotte. Air conditioning not on. I believe it came back on when Leanne flipped switch. However, she decided if it was going to happen that soon again, Trane should come and determine the problem. She called Gerald but he was in a meeting. He will return call.

Meanwhile, Daryl came from Precision to work on study room VAV 10. However, found that a taller ladder was needed than DeMotte has. Will have to come back tomorrow with ladder.

4/23/96. DeMotte. Precision service order #60625. Changed packing nut on heating valve on VAV box #10 - talk to office about checking A.H. freezestat & O.A. and hot water reset temp. (Daryl G.)

DeMotte. Trane came out. Suggested removing freezestat from system. Leanne asked if there would be a problem if it were removed. He said he saw no water in that area, so saw no problem. He would check with Matt from Precision. Have not heard since.

Elevator: DeMotte

K24

3/28/96. Cavinder Elevator determined that elevator leaking too much oil. Will install new packing. (An argument is in progress concerning whether we need to pay to have this packing redone.)

Heating

3/96. Authorized K. Rothenberger to hire Infrared Specialties, Inc. to provide infrared thermography services for DeMotte and Rensselaer. If further insulation problems are discovered, cost will not be borne by library. If no further problems discovered, library will pay costs. (\$400-DeMotte; \$500-Rensselaer)

3/14/96. Rensselaer. Precision (Daryl). Work Order 59883. Locate leaks in 5 areas above ceiling. Need to get some pipe and fittings and return to make repairs. (see 4-25-96)

4/3/96. K. Mahnesmith sent reply to Tom Heckman, Circle R, in reference to their letter of March 21 indicating an unwillingness to work further on building problem in the belief that problems were insulation-related and not mechanical related. (See file for letter)

4/3/96. Talked to K. Rothenberger. Infrared done at DeMotte. Found no more serious insulation omissions. Did notice other problems. When furnaces first turn off, still a lot of air coming through diffusers. Circle Design doesn't know why. Maybe some fans working that shouldn't be at that time? Maybe somehow fresh air is getting into system when shouldn't?

Found inside ceiling temps about 73-74 degrees, while above ceiling temps 30's. Good. But found some diffusers were blowing cold air while other diffuser nearby in same area blowing hot air. Not right. Maybe some coils are plugged?

Since temp of blown air is cooler when furnace first starts up, some of the air could be as cold as 40 degrees. In very cold weather, the system might never be able to recover from that.

They also wondered whether the cold air return which is an open "grate" between the staff stairwell and the magazine area of the library allows too much cold air to get into main part of library. If staff door is opened and closed a lot or if it is sometimes propped open, this could occur. I told Kim it was probably opened no more than 8 times each morning, 16 times at noon, 8 at night (approximate) and not ever propped open. He said that amount of usage wouldn't cause enough cold air to make a difference.

I authorized him to go ahead with the infrared scan of Rensselaer, even if we do not expect to see a lot of problems (other than the 2 areas already identified). It will rule out one problem. The scanners also made a lot of valuable observations at DeMotte which could help diagnose the actual problems. If they do the same at Rensselaer, we will be ahead of the game.

4/4/96. Bill from Dumas & Moriarty for services relating to building problems: **\$315** (of a \$337.50 bill).

4/9/96. Infrared done at Rensselaer. Found same situation as at DeMotte. No areas where showed appreciable heat loss (altho said small problems wouldn't show, since there wasn't a large difference in inside and outside temps.) They noted adjacent heat diffusers putting out wildly differing air temperatures. Even more than at DeMotte.

I asked if this would be the situation if actuators were not working. They said yes, they believed that could cause that problem--but they are not heating experts.

I called Kim R. and asked him to inform Marv Trietsch of this possibility, since we have had a history of actuator problems. Kim agreed to do so and said he would send the Rensselaer Infrared report as soon as he received it.

4/25/96. Rensselaer. Precision Work order 59883. Daryl. Replaced 1 actuator, two packing nuts at actuators and removed and replaced pipe and fittings where they were leaking. Reinsulated pipe and fittings where old insulation was saturated from leaks. Replaced ceiling tiles except in Tech Services.

Two of the leaks were because pipes had been threaded too deeply

In Tech Services, when one pipe was cut, the end of it fell a couple feet and twisted. If the length of it (which couldn't be seen because it is in a drywalled "box") had been properly supported, it would not have done that. As the repairman tightened the pipe, he could hear (or feel?) it bouncing down its length. He cautioned that we may have leaks in that pipe in the near future. And that when we do, we will have to cut away dry wall to get to it. The pipe goes along the back wall of the circ. workroom where the ductwork is.

4/29/96. Discovered another small wet spot on ceiling tile in circulation desk area.

REFERENCE QUESTION COUNT WEEK
"Fill Survey"
April 15-20, 1996

This year we began checking our effectiveness in a new way. The **Reference Question Count** is a method of determining how **successful** we are in answering reference questions. We will conduct this survey only one week per year. Following are the rules by which we operated.

Reference Questions

A **reference question** is defined as an information contact which involves the knowledge, use, recommendations, interpretations, or instruction in the use of one or more information sources by a member of the library staff.

An **information source** is printed or non-printed material, machine-readable databases (like Info-trac), computer terminal, or other libraries, institutions and individuals outside the library who can answer persons' needs.

Showing patrons how to use the OPAC's or CD-ROM workstations are reference questions since we are showing them how to use an "*information source*" in the library.

Reference questions are tallied under A, B, or C, depending on whether the question was answered ("A"); redirected ("B") or the patron is told "Sorry" ("C").

Directional Questions ("D"):

Questions concerning how to use the library (where is your....?), restrooms, upcoming programs, policies) are **directional questions** and are tallied under "D". Showing a patron how to use the public computers (Apples, IBM compatible) is a directional question.

REFERENCE TALLY SHEET

April 15 - April 20, 1996

A Reference Questions Completed

DeMotte: 172	A
Rensselaer: 194	
Wheatfield: 86	Total: 452

B Reference Questions Redirected

B1 Intralibrary loan	Subtotal: 27	
DeMotte: 6		
Rensselaer: 17		
Wheatfield: 4		
B2 Reserved	Subtotal: 79	
DeMotte: 48		
Rensselaer: 27		
Wheatfield: 4		
B3 Interlibrary loan	Subtotal: 32	
DeMotte: 10		
Rensselaer: 21		
Wheatfield: 1		
B4 Referred to other agency	Subtotal: 11	
DeMotte: 7		
Rensselaer: 1		B
Wheatfield: 3		Total: 149

C Reference Transactions Not Completed

C1 Material owned, but not available	Subtotal: 30	
DeMotte: 15		
Rensselaer: 15		
Wheatfield: 0		
C2 Material not owned	Subtotal: 26	
DeMotte: 16		
Rensselaer: 5		
Wheatfield: 5		
C3 Staff time not available	Subtotal: 2	
DeMotte: 0		
Rensselaer: 2		
Wheatfield: 0		
C4 Other(e.g. Patron's time constraints)	Subtotal: 0	C
		Total: 58

D Directional Questions

DeMotte: 96	D
Rensselaer: 306	
Wheatfield: 189	Total: 59

The Public Library as Cornerstone of the Community

In Liverpool, NY, a foundation of technology permits the library to offer patrons computer access, training, and information services.

by
Karen S. Cullings

When the Liverpool (New York) Public Library was offered free computer training from the Liverpool Central School District way back in 1980, library director Fay Golden suspected that computing might be a passing fad, as she will tell you with a laugh. Fortunately for her and the library, she didn't rely on those suspicions. Instead she sent assistant directors Jean Arimour Polly and Peggy Fulton for the training. Her foresight in doing so, combined with the initiative of those two computer neophytes, set Liverpool Public Library on a path that has earned it the reputation of being on the cutting edge of library computer service to patrons. Along the way, the library has defined for itself a new and obviously needed role in the community by offering computer access, training, and information services to the public. And it has discovered in its computer users a group of staunch and powerful supporters.

Liverpool Public Library (LPL) serves a population of nearly 55,000 in its capacity as a school district public library. An independent agency, tax-supported by the residents of its 55-square-mile school district, it enjoys a great deal of autonomy in budgetary matters. Each year the library board sets the budget in conjunction with the school district, its financial agent. That total budget is then voted on by residents. While this might seem a precari-

ous, year-by-year prospect, in actuality, Golden says, the process is stable and the budget has always been approved. In the event that a budget would be defeated, the previous year's budget would be in place. With an eye to fiscal responsibility, the library system does its best to keep increases modest, but Golden admits that doing so while keeping pace with technology is often a challenge and has been from the start.

Only a year after the library staff received the free computer training, LPL made available its first public access computer. Within months, they were fielding frequent requests for more computers for patron use. A second computer soon joined the first. With that addition, the need for space and privacy for the new breed of library user became an issue. Taking an innovative approach to the problem, Golden had the plumbing from an emergency bathroom in the children's area removed and relocated the public-use computers there. From such humble beginnings today's computer lab was born.

Familiarity Breeds Support

What began as two computers continued to grow throughout the 1980s, becoming a lab with expanded services that included educational games, spreadsheet software, word processing programs, and desktop publishing. The number of users grew accordingly and

Public support and a board dedicated to the computer cause have resulted in today's fully equipped lab.



Liverpool Public Library patrons can test educational software, use word processors and databases, access the Internet, and more from the library's computer lab.

began to represent a wide spectrum of interests. Some of the initial users were church groups, who used the computers to compile and maintain their mailing lists. The American Legion donated an expensive piece of custom software so that it could use it to keep track of veteran burials in the Liverpool cemetery. People from local businesses stopped by to try out new software before purchasing it and to design their own brochures and other materials. Families came in for a multitude of reasons. In the midst of all this activity, library staff were also using the computers for self-training, an activity that was necessary not only for their own work but to meet the increasing demand for assistance that this new and rapidly growing group of patrons was generating.

Soon it became clear that the library had to expand, chiefly because of the need for a larger computer lab to accommodate patron demand. The library put the issue to referendum, contacting the computer groups and users for support. The referendum passed and the library's size was doubled. When LPL obtained the referendum voter rolls and checked off voter names, it discovered that the issue had passed by exactly the number

of computer users who had voted. "We assume they voted 'yes,'" says Golden. In computer lab users and local computer groups, the library had found a group of active and effective supporters.

Support Breeds Technology

That support and a board dedicated to the computer cause have resulted in today's fully equipped lab with three Macintosh Quadra 660AVs with 16 megabytes of RAM and 230-megabyte hard disks, SONY 17-inch color monitors, multimedia CD-ROM drives, 1.44-megabyte Superdrives compatible with double- and high-density Mac, MS-DOS, and Apple ProDOS floppy disks. *DOS Mounter* software allows for the use of IBM data in these machines, which are on a 10Base-T Ethernet. One machine has an attached 600 dpi 24-bit color, 8.5 by 14-inch scanner with OCR (Optical Character Recognition). All the Macs have full TCP/IP connectivity with the Internet. In addition, the lab offers a Macintosh IIfx, an Apple IIGS with an ImageWriter II dot matrix printer that has color capability, a Panasonic Business Partner (DOS compatible), an

Iverson DX386/33 (Windows compatible), and a Macintosh SE with 4 megabytes of RAM, which is used for the Electronic Career Connection. Supplementing the color printer is an HP Laserjet 4M Plus Printer with 600 dpi capability.

LPL also offers both reference and circulating software collections, appropriately named in honor of one of those original Liverpool pioneers, Jean Armour Polly. The library began circulating software in April 1984—the first library east of the Mississippi to do so. Reference software includes the software for all the computers in the lab. Users are limited to three pieces of software per appointment. The circulating collection contains software that can be used either at home or in the computer lab. The same three-piece limit applies to in-library use, but patrons can take home up to six programs at a time.

The software falls into three broad categories: educational, which includes arithmetic and reading games, S.A.T. sample tests, foreign language materials and other related items; recreational, which includes arcade and adventure games, interactive fiction simulations, etc.; and utility, which includes graphics, clip art, integrated database/spreadsheet/word processing packages, desktop publishing programs and more. In 1994, in-house software circulation was 15,200 uses, or 50 applications run by patrons per day.

Software Circulation Issues

Golden indicates that the library has not had difficulty with lending the software for home use. Initially, the library was careful to circulate only software licensed for multiple users. When a law was proposed to forbid lending and renting of software by any agency, Polly, Golden, and Eileen Cook, who was then with ALA in Washington, successfully worked with several other people from across the country to get libraries exempted from the law. LPL's current computer user rules highlight the fact that software piracy is a federal crime and state that most of the library's software is protected under the U.S. copy-

right laws. Golden speculates that most home use is of the "try before you buy" variety.

Public Computer Lab Logistics

As the software use figures indicate, business at the lab is brisk and is done on an appointment-only basis. According to Golden, it is rare to see a computer sitting empty. Time on the computers is reserved in half-hour or one-hour blocks, and each user may hold up to six hours per reservation week, which runs from Sunday through Saturday.

Offering the lab service has resulted in the expected problems, such as patrons who stay past their appointed time, who arrive late, or who never arrive at all for a scheduled appointment. The library has effectively dealt with these issues by setting up a forfeit point schedule. Users who don't comply with the lab guidelines in these areas receive a forfeit point for each offense. Accumulating three points during a 90-day period results in a one-month suspension of the user's computer lab privileges. A second three-point accumulation results in a two-month suspension. Computer users leave their library cards (which must be free of fines and overdue) with the lab attendant while working in the lab. As a rule, the library limits the number of individuals who may use one computer at a time to two but makes exceptions for

those applying for special privileges because of unique needs, such as home schoolers with multiple children.

All of these guidelines are detailed in a comprehensive "Rules of Use" document that is required reading for all computer users, who must sign an agreement indicating they have read and agree to abide by these rules before enjoying LPL's prolific offering of computer services. The computer department has a dedicated staff of part-time and full-time workers, and a lab attendant is on duty during all lab hours, according to Cheryl Cornell, manager of the Public Computer Lab. Lab attendants are trained to offer limited startup support. Users who require more assistance can take advantage of the library's free computer consultant service. The consultant, who works on a part-time basis with the library, counsels individual users in résumé writing, word processing, desktop publishing, and other library software. Consultant appointments are scheduled through the lab attendant during specified hours.

Offering computer operation assistance and guidance was not a role the library originally set out to fulfill. "We started out by trying to convince people we weren't going to give them any help at all, but more and more we've had to," says Golden. "You can't just leave someone sitting there with a hung-up computer and pretend you're somewhere else," she laughs.

A Bigger Future

In fact, the public's demand for more and more instruction is a major impetus behind the library's upcoming referendum to build a new library building that will triple its size. If the latest referendum passes, the library that results will offer not only a larger computer lab to meet that still-growing demand but a fully equipped computer classroom as well. Computers in the classroom will be used for training sessions for both the public and for the staff, who are feeling the need for frequent updating of their skills to keep pace with their public's needs, particularly regarding the Internet. "As fast as you learn this, it changes," observes Golden, articulating one of the greatest challenges libraries face in the age of computerization.

While Golden may smile about her predictions for the future of computing, her guidance of the library in responding to the public need that arose from the simple act of sending staff for computer training was visionary. The result is a library with a dynamic new community role, that of leading and learning with community members as they enter the exciting and sometimes overwhelming world of computer technology. ▲

Karen S. Cullings is the public relations director for the Dauphin County, Pennsylvania, Library System. She can be contacted via e-mail at daulibsys@shrsys.hslc.org.

How to Contribute to Computers in Libraries

Computers in Libraries magazine is looking for feature articles for upcoming issues. We're interested in informative stories by library professionals on CD-ROMs, the Internet, software, mainframe systems, networking, microcomputers and other hardware, online telecommunications, book reviews, and library computer news. We'd particularly like to hear about successful programs or projects you've implemented at your library.

Send your queries (no manuscripts) to:

David Hoffman, Editor
Computers in Libraries
143 Old Marlton Pike
Medford, NJ 08055

Voice: 609/654-6266
Fax: 609/654-4309
e-mail:
hoffmand@infotoday.com

No simultaneous submissions, please.

CIRCULATION BY ITEM FINE CODE
April 1996

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	65	40	28	133
100 (1)	57	98	23	178
200 (2)	55	48	26	129
300 (3)	301	292	97	690
400 (4)	9	21	2	32
500 (5)	99	95	35	229
600 (6)	642	526	282	1450
700 (7)	243	239	132	614
800 (8)	49	80	12	141
900 (9)	160	287	48	495
B (10)	140	91	35	266
j000 (11)	6	25	5	36
j100 (12)	5	9	3	17
j200 (13)	10	14	6	30
j300 (14)	62	65	10	137
j400 (15)	13	10	0	23
j500 (16)	221	325	76	622
j600 (17)	106	131	21	258
j700 (18)	120	221	35	376
j800 (19)	38	36	9	83
j900 (20)	153	217	28	398
jB (21)	97	23	19	139
FIC (22)	1279	1569	444	3292
yaFIC (23)	25	81	51	157
LARGE PRINT (24)	33	62	33	128
jFIC (25)	206	324	90	620
jE (26)	1372	1171	354	2897
jER (27)	327	131	50	508
Magazines (28)	980	569	325	1874
Games/Toys (29)	0	7	0	7
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	93	201	74	368
jCassettes (33)	83	77	25	185
Compact Discs (34)	187	251	214	652
jCompact Discs (35)	7	2	3	12
Sound Recordings (36)	2	16	3	21
jSound Recordings (37)	1	14	0	15
Software (38)	0	1	0	1
Vertical File (39)	208	55	3	266
Equipment (40)	0	9	0	9
yapFIC (41)	230	160	91	481
jpFIC (42)	216	153	39	408
Reference (43)	47	54	16	117
Genealogy (44)	0	0	0	0
jMagazines (45)	57	32	22	111
VHS (46)	721	944	523	2188
Free reads	494	342	93	929
Puzzles		3		3
Talking books		3		3
Assignment shelf books				0
TOTAL	9219	9124	3385	21728

[illegible]

JCPL FINANCIAL STATEMENT

APRIL 30, 1996

	<u>Beginning 1996 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$371,628.76	\$5,796.53	\$22,765.69	\$75,092.23	\$288,498.41	\$105,896.04
Investments						
Public Library Access Card Fund	\$51.00	\$80.00	\$180.00	\$160.00	\$211.00	\$20.00
Gift Fund	\$3,077.85	\$153.25	\$413.25	\$0.00	\$136.42	\$3,354.68
DeMotte	\$1,488.44	\$85.00	\$175.00	\$0.00	\$14.00	\$1,649.44
Rensselaer	\$926.14	\$68.25	\$238.25	\$0.00	\$122.42	\$1,041.97
Wheatfield	\$663.27	\$0.00	\$0.00	\$0.00	\$0.00	\$663.27
Bond & Interest Redemption Fund	\$134,858.07	\$0.00	\$0.00	\$0.00	\$0.00	\$134,858.07
Investments \$125,000.00						
Post/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library Improvement Reserve Fund	\$28,728.73	\$116.78	\$174.18	\$0.00	\$0.00	\$28,902.91
Investments						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$8,279.46	\$0.00	\$0.00	\$0.00	\$0.00	\$8,279.46
Satellite Fund	\$1,446.00	\$260.00	\$540.00	\$69.99	\$976.11	\$1,009.89
Construction Fund	\$9,991.26	\$155.57	\$310.61	\$0.00	\$0.00	\$10,301.87
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
Employee Health Insur.	\$191.15	\$0.00	\$28.06	(\$73.38)	(\$432.69)	\$651.90
Employee P.E.R.F.	\$2,718.28	\$0.00	\$0.00	\$1,941.95	\$1,755.92	\$962.36
TOTAL ALL FUNDS.....	\$561,170.56	\$6,542.13	\$24,411.79	\$77,190.79	\$291,145.17	\$294,437.18

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
30 Apr 96

1.	BANK ONE CHECKING	53143.68
2.	BANK ONE-CONSTRUCTION FUND SAV	10301.87
3.	BANK ONE-LIRF	28902.91
4.	FIRST OF AMERICA BANK	27419.91
5.	DEMOTTE STATE BANK	22327.32
6.	INDIANA FEDERAL BANK FOR SAVIN	12259.12
7.	NBD BANK, N.A.	11420.46
8.	PINNACLE BANK	3661.91
9.	IND.FEDERAL CD#9100055654	125000.00
10.	IND.FEDERAL CD#9100055646	.00
11.		.00
12.		.00
13.		.00
14.		.00
15.	IND.FEDERAL CD#9100005606	.00
TOTAL ALL BANK ACCOUNTS		294437.18

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 15 Apr 96

VAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
12 JUN 96	9100055654	IN.FEDERAL	120 DAY	125000.00	5.20	BIRF	13 FEB 96	.00	
		--TOTALS--		125000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 15 Apr 96

VAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
13 FEB 96	9100005606	IN.FEDERAL BA	91 DAY	300000.00	5.67	OPER-LIRF-B	14 NOV 95	4240.85	
13 APR 96	9100055646	IN.FEDERAL	60 DAY	100000.00	5.15	OPER-BIRF	13 FEB 96	846.58	
		--TOTALS--		400000.00				5087.43	

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

30 Apr 96

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	39915.00	3326.26	13255.64	26659.36	33.2
1.12	SALARY OF ASSISTANTS	414221.00	31960.14	128373.64	285847.36	31.0
1.13	WAGES OF JANITORS	28785.00	2105.46	8524.76	20260.24	29.6
1.21	EMPLOYER'S SHARE-FICA	36943.00	2860.49	11486.86	25456.14	31.1
1.22	UNEMPLOYMENT COMPENSATION	2789.00	1098.33	1433.42	1355.58	51.4
1.23	EMPLOYER'S CONTRIB.- PERF	22394.00	5324.76	10761.24	11632.76	48.1
1.24	EMPLOYER'S CONTRIB.- INS.	14608.00	480.00	1393.55	13214.45	9.5
1.31	OTHER PERSONAL SERVICES	1000.00	.00	266.90	733.10	26.7
2.11	OFFICIAL RECORDS	950.00	405.62	405.62	544.38	42.7
2.12	STATIONERY AND PRINTING	650.00	.00	244.50	405.50	37.6
2.13	OTHER OFFICE SUPPLIES	4200.00	531.53	1512.28	2687.72	36.0
2.21	CLEANING & SANITATION SUPPLIES	4500.00	37.99	863.00	3637.00	19.2
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	1.97	18.03	9.9
2.23	OTHER OPERATING SUPPLIES	3800.00	18.03	1045.42	2754.58	27.5
2.31	BUILDING MATERIALS & SUPPLIES	650.00	52.50	121.72	528.28	18.7
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	.00	200.00	.0
2.33	REPAIR PARTS	300.00	94.20	154.93	145.07	51.6
2.41	LIBRARY SUPPLIES	4508.97	196.41	1303.65	3205.32	28.9
2.42	AUTOMATION SUPPLIES	4200.00	78.00	1941.35	2258.65	46.2
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	1250.00	.00	112.50	1137.50	9.0
3.14	OTHER PROFESSIONAL SERVICES	4400.00	.00	1068.19	3331.81	24.3
3.21	TELEPHONE	29000.00	1901.79	7634.38	21365.62	26.3
3.22	POSTAGE	6626.93	927.39	2091.79	4535.14	31.6
3.23	TRAVELING EXPENSE	4049.20	253.00	1013.75	3035.45	25.0
3.24	PROFESSIONAL MEETINGS	6149.00	268.17	2881.70	3267.30	46.9
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.31	ADVERTISING & PUBLIC NOTICES	900.00	93.79	203.65	696.35	22.6
3.32	OTHER PRINTING	400.00	.00	.00	400.00	.0
3.41	OFFICIAL BONDS	250.00	.00	200.00	50.00	80.0
3.42	OTHER INSURANCE	16000.00	1863.00	3408.00	12592.00	21.3
3.51	GAS	25000.00	1144.15	9193.53	15806.47	36.8
3.52	ELECTRICITY	58000.00	1675.25	13646.03	44353.97	23.5
3.53	WATER	1200.00	41.20	219.25	980.75	18.3
3.54	WASTE DISPOSAL SERVICES	2000.00	166.37	742.48	1257.52	37.1
3.61	BUILDING & STRUCTURES	30000.00	1686.25	11549.67	18450.33	38.5
3.62	EQUIPMENT	4000.00	251.49	618.99	3381.01	15.5
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	33.95	119.80	105.20	53.2
3.91	DUES	2000.00	.00	990.00	1010.00	49.5
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	40000.00	.00	.00	40000.00	.0
3.95	SERVICE CONTRACTS	9180.00	679.44	2654.86	6525.14	28.9
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	36400.00	22.00	789.72	35610.28	2.2
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	20195.53	.00	6508.00	13687.53	32.2
4.51	BOOKS	124000.00	12777.99	30640.68	93359.32	24.7
4.52	PERIODICALS & NEWSPAPERS	37057.58	1125.80	3165.43	33892.15	8.5
4.53	NONPRINTED MATERIALS	22088.35	1611.48	5955.56	16132.79	27.0
	-TOTAL-	1065175.56	75092.23	288498.41	776677.15	27.1

CHANGES TO APPROPRIATION REPORT
DATE 30 Apr 96

Fund/Account No	Date	Amount	Explanation
100-1.24	22 Mar 96	38.45	REFUND BAL.NOV.PREMIUM-HOWARD
100-1.24	10 Apr 96	169.55	REFUND OF PREMIUM-R.HOWARD
100-2.41	30 Apr 96	8.97	INCOLSA PAID-PERS.MGMT REFRESHME
100-3.22	22 Mar 96	26.93	LEASE BOOK REIMBURSEMENT-POSTAGE
100-3.23	10 Apr 96	49.20	U.OF WIS.TRIP/CROWN POINT P.L.
100-3.24	16 Apr 96	149.00	BUREAU OF ED.RESEARCH SEM.REFUND
100-4.4	02 Jan 96	2095.53	ENCUMBERED 1995 FUNDS-BD.ACTION
100-4.52	30 Apr 96	28.79	LOWELL P.L.REIMBU-SUPERVISORS GD
100-4.52	30 Apr 96	28.79	REIMBURSED/SUPERVISOR'S GUIDE
100-4.53	22 Mar 96	33.34	REIMBURSED SHARED COST ALA VIDEO
100-4.53	22 Mar 96	5.00	REBATE-INDIAN IN CUPBOARD VIDEO
100-4.53	22 Mar 96	16.67	REIMBURSED-SHARED COST ALA VIDEO
100-4.53	10 Apr 96	33.34	ALA VIDEO REIMBURSEMENT
200.07-1.1	13 Feb 96	28.06	OVERPAYMENT OF PREMIUM-RUSHER

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 30 Apr 96

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
TRANSFER	00571	JASPER COUNTY PUBLIC LIBRARY	100000.00	10 APR 96	CD #9100055646 MATURED
005359	00543	MARLENE BEEDLE	362.53	10 APR 96	PAYROLL
005360	00554	YVONNE J. BEEVER	768.43	10 APR 96	PAYROLL
005361	00560	BELSTRA, COURTNEY B.	113.37	10 APR 96	PAYROLL
005362	00557	AMY A. BROWN	50.13	10 APR 96	PAYROLL
005363	00536	GLENDIA BROWN	509.71	10 APR 96	PAYROLL
005364	00558	REBECCA S. CARDEN	548.03	10 APR 96	PAYROLL
005365	00539	RENEE CARR	388.38	10 APR 96	PAYROLL
005366	00538	LYNN DAUGHERTY	1102.44	10 APR 96	PAYROLL
005367	00561	KIMBERLY DELGER	79.94	10 APR 96	PAYROLL
005368	00542	JULIE EISELE	418.56	10 APR 96	PAYROLL
005369	00530	CHARLOTTE FAGEN	654.09	10 APR 96	PAYROLL
005370	00564	STEPHANIE D. FILSON	290.35	10 APR 96	PAYROLL
005371	00551	MOLLY A. GATLIN	55.41	10 APR 96	PAYROLL
005372	00562	HEEKE, MICHELLE M.	795.98	10 APR 96	PAYROLL
005373	00555	HEATHER A. HOPP	111.78	10 APR 96	PAYROLL
005374	00541	ROSE E. HOWARD	506.91	10 APR 96	PAYROLL
005375	00544	GAIL M. JUNG	645.90	10 APR 96	PAYROLL
005376	00553	ANGELA M. KARCH	96.59	10 APR 96	PAYROLL
005377	00537	DIANA KOBY	405.69	10 APR 96	PAYROLL
005378	00533	JOAN KOPANDA	429.07	10 APR 96	PAYROLL
005379	00534	KROS, DIANE	541.03	10 APR 96	PAYROLL
005380	00546	SHARON K. LEWIS	128.55	10 APR 96	PAYROLL
005381	00563	DIANE M. OPOLSKI	214.26	10 APR 96	PAYROLL
005382	00565	SHARON L. PHILLIPS	361.62	10 APR 96	PAYROLL
005383	00535	BONNIE POWELL	370.60	10 APR 96	PAYROLL
005384	00556	ANNETTE M. PRATT	98.79	10 APR 96	PAYROLL
005385	00559	LISA RUSHER	375.83	10 APR 96	PAYROLL
005386	00531	SHARON SCHULENBERG	471.82	10 APR 96	PAYROLL
005387	00547	LYNN M. STALBAUM	100.60	10 APR 96	PAYROLL
005388	00549	JACK STANDISH	321.97	10 APR 96	PAYROLL
005389	00532	JILL TACHTIRIS	507.62	10 APR 96	PAYROLL
005390	00552	ELAINE WALING	72.20	10 APR 96	PAYROLL
005391	00545	WEBSTER, RACHAEL D.	140.94	10 APR 96	PAYROLL
005392	00540	WHITED, AMBER	286.57	10 APR 96	PAYROLL
005393	00550	MARGARET M. WOODS	471.66	10 APR 96	PAYROLL
005394	00548	LEANNE YORK	825.49	10 APR 96	PAYROLL
005395	00586	MARLENE BEEDLE	402.82	25 APR 96	PAYROLL
005396	00597	YVONNE J. BEEVER	768.43	25 APR 96	PAYROLL
005397	00603	BELSTRA, COURTNEY B.	99.51	25 APR 96	PAYROLL
005398	00600	AMY A. BROWN	75.19	25 APR 96	PAYROLL
005399	00578	GLENDIA BROWN	556.65	25 APR 96	PAYROLL
005400	00601	REBECCA S. CARDEN	499.63	25 APR 96	PAYROLL
005401	00582	RENEE CARR	433.66	25 APR 96	PAYROLL
005402	00581	LYNN DAUGHERTY	1102.44	25 APR 96	PAYROLL
005403	00604	KIMBERLY DELGER	79.94	25 APR 96	PAYROLL
005404	00585	JULIE EISELE	459.36	25 APR 96	PAYROLL
005405	00572	CHARLOTTE FAGEN	654.09	25 APR 96	PAYROLL

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

30 Apr 96

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005406	00607	STEPHANIE D. FILSON	314.07	25 APR 96	PAYROLL
005407	00594	MOLLY A. GATLIN	108.27	25 APR 96	PAYROLL
005408	00605	HEEKE, MICHELLE M.	795.98	25 APR 96	PAYROLL
005409	00598	HEATHER A. HOPP	85.39	25 APR 96	PAYROLL
005410	00584	ROSE E. HOWARD	554.90	25 APR 96	PAYROLL
005411	00587	GAIL M. JUNG	645.90	25 APR 96	PAYROLL
005412	00596	ANGELA M. KARCH	87.95	25 APR 96	PAYROLL
005413	00579	DIANA KOBY	405.69	25 APR 96	PAYROLL
005414	00575	JOAN KOPANDA	429.07	25 APR 96	PAYROLL
005415	00576	KROS, DIANE	541.03	25 APR 96	PAYROLL
005416	00589	SHARON K. LEWIS	96.40	25 APR 96	PAYROLL
005417	00606	DIANE M. OPOLSKI	307.21	25 APR 96	PAYROLL
005418	00608	SHARON L. PHILLIPS	363.79	25 APR 96	PAYROLL
005419	00577	BONNIE POWELL	403.47	25 APR 96	PAYROLL
005420	00599	ANNETTE M. PRATT	140.35	25 APR 96	PAYROLL
005421	00602	LISA RUSHER	375.83	25 APR 96	PAYROLL
005422	00573	SHARON SCHULENBERG	520.93	25 APR 96	PAYROLL
005423	00580	EILEEN SPURGEON	30.43	25 APR 96	PAYROLL
005424	00590	LYNN M. STALBAUM	92.35	25 APR 96	PAYROLL
005425	00592	JACK STANDISH	318.89	25 APR 96	PAYROLL
005426	00574	JILL TACHIRIS	556.37	25 APR 96	PAYROLL
005427	00595	ELAINE WALING	89.79	25 APR 96	PAYROLL
005428	00588	WEBSTER, RACHAEL D.	140.94	25 APR 96	PAYROLL
005429	00583	WHITED, AMBER	248.52	25 APR 96	PAYROLL
005430	00593	MARGARET M. WOODS	514.80	25 APR 96	PAYROLL
005431	00591	LEANNE YORK	825.49	25 APR 96	PAYROLL
014717	00454	A.E. BOYCE CO., INC.	405.62	08 APR 96	VENDOR CHECKS, A/P VOUCHERS
014718	00455	ACORDIA PERSONAL BENEFITS, I	280.98	08 APR 96	QTLY PREMIUM-EISELE
014719	00456	AFFORDABLE COMMUNICATIONS	120.00	08 APR 96	PHONE REPAIRS
014720	00457	ALL-PHASE ELECTRIC SUPPLY CO	91.42	08 APR 96	BALLAST
014721	00458	AMBER WHITED	4.00	08 APR 96	MILEAGE
014722	00459	AMERICAN LIBRARY ASSN	22.50	08 APR 96	BOOK-ADMINISTRATIVE
014723	00460	ASSOCIATED LIBRARIES, INC.	1799.17	08 APR 96	BOOKS
014724	00461	AVC CORPORATION	99.00	08 APR 96	SOFTWARE-FIXED ASSETS PROGRA
014725	00462	BAKER & TAYLOR	3972.36	08 APR 96	BOOKS
014726	00463	BAKER & TAYLOR BOOKS	70.30	08 APR 96	CONTINUATIONS-BOOKS
014727	00464	BAKER & TAYLOR ENTERTAINMENT	106.53	08 APR 96	VIDEOS
014728	00465	BEN FRANKLIN	5.36	08 APR 96	CRAFT SUPPLIES-CHILDREN PROG
014729	00466	BETTY A. HUFF (PAS-TIME BOO	1565.02	08 APR 96	BOOKS/CASSETTES
014730	00467	BIERMA HARDWARE, INC.	17.62	08 APR 96	ICE MELT, LAVATORY HANDLE-WH
014731	00468	CD ONE STOP	190.67	08 APR 96	CDs
014732	00469	CHARLOTTE FAGEN	37.00	08 APR 96	MILEAGE
014733	00470	CHICAGO TRIBUNE	183.30	08 APR 96	NEWSPAPER SUBSCRIPTION TO 3/
014734	00471	CLEMENT COMMUNICATIONS INC.	115.16	08 APR 96	SUPERVISOR'S GUIDE TO EMPLOY
014735	00472	CONGRESSIONAL QUARTERLY INC.	319.00	08 APR 96	CQ RESEARCHER RENEWAL TO 5/1
014736	00473	CONSOLIDATED INSURANCE AGENC	1863.00	08 APR 96	WORKMEN'S COMP POLICY TO 4/1
014737	00474	CUSTOM LAWN CARE	250.00	08 APR 96	SNOW REMOVAL & YARD CLEAN-UP
014738	00475	DIANA KOBY	10.50	08 APR 96	MILEAGE & VENETIAN BLIND REP

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 30 Apr 96

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014739	00476	DIANE KROS	20.50	08 APR 96	MILEAGE
014740	00477	DARYL'S PASTRY SHOP	8.97	08 APR 96	INCOLSA PROGRAM-HOSPITALITY
014741	00478	DEMCO	738.64	08 APR 96	AV PROCESSING SUP.P/BOOK JAC REPAIR TAPE
014742	00479	ENTRE COMPUTER CENTER	55.49	08 APR 96	REPAIRS-POWER SUPPLY FAN-REN
014743	00480	FAS-TRACK COMPUTER PRODUCTS	78.00	08 APR 96	CD-ROM DISC CADDIES
014744	00481	FASE'S	52.50	08 APR 96	REDOUT FOR SOFTNER-DEMOTTE
014745	00482	FRED PRYOR SEMINARS	99.00	08 APR 96	EXCEPTIONAL ASST.SEMINAR-WOO
014746	00483	GAIL JUNG	11.00	08 APR 96	MILEAGE
014747	00484	GAIL JUNG	41.56	08 APR 96	PETTY CASH-RENS.
014748	00485	GAYLORD BROS.	22.00	08 APR 96	GISCOMM. SOFTWARE MTNCE-TO 1
014749	00486	GROLIER EDUCATIONAL CORPORAT	2507.40	08 APR 96	ENCYCLOPEDIAS
014750	00487	GROLIER PUBLISHING COMPANY	1433.32	08 APR 96	BOOKS
014751	00488	GRUNKO FILMS INC.	54.90	08 APR 96	VIDEOS
014752	00489	H. W. WILSON COMPANY	345.00	08 APR 96	FICTION CATALOGS
014753	00490	HILL SATELLITE	65.00	08 APR 96	MONITOR CHANNELLING-PROF. SE
014754	00491	INDIANA DEPT.OF WORKFORCE DE	1098.33	08 APR 96	1st QTR. UNEMPLOYMENT COMPEN
014755	00492	INDIANA STATE LIBRARY	160.00	08 APR 96	PLAC CARDS-1st QTR. 1996
014756	00493	INFORMATION/REFERENCE GROUP	91.75	08 APR 96	SATA VOL. 85-BOOK
014757	00494	JULIE EISELE	16.50	08 APR 96	MILEAGE
014758	00495	KANKAKEE VALLEY POST NEWS	32.00	08 APR 96	NEWSPAPER SUBSC. TO 4/29/97-
014759	00496	LDDS WORLDCOM	872.97	08 APR 96	DATA LINES/LONG DISTANCE-MAR
014760	00497	LYNN DAUGHERTY	296.01	08 APR 96	MILEAGE/MEALS-LODGING U.of W
014761	00498	MARGE HOHNER	13.00	08 APR 96	MILEAGE-MARCH BOARD MTG.
014762	00499	MARSHALL CAVENDISH CORPORATI	795.90	08 APR 96	BOOKS
014763	00500	MICROMARKETING ASSOCIATES	58.85	08 APR 96	
014764	00501	NATIONAL GEOGRAPHIC SOCIETY	13.90	08 APR 96	BOOK
014765	00502	NETNITCO	67.50	08 APR 96	INTERNET LINE-APRIL 1996
014766	00503	NORTHWESTERN INDIANA TELEPHO	147.88	08 APR 96	TELEPHONE-APRIL-DEMOTTE
014767	00504	POSTMASTER	24.00	08 APR 96	PO BOX RENTAL-1996
014768	00505	POSTMASTER GENERAL	896.00	08 APR 96	STAMPS:100-\$1; 200-50s; 100- 100-10s; 2000-23s; 100-5s; 2 200-3s; 100-2s; 200-1 cent
014769	00506	PRECISION CONTROL SYSTEMS, I	1132.50	08 APR 96	HEATING ADJUSTMENTS-COLD BUI
014770	00507	PUBLIC EMPLOYEES' RETIREMENT	8229.07	08 APR 96	FIRST QUARTER PAYMENT-1996
014771	00508	QUILL	131.94	08 APR 96	COMPUTER PAPER
014772	00509	READER'S DIGEST ASSOCIATION	67.38	08 APR 96	MAG.SUBSCRIPTION RENEWALS-TO
014773	00510	REED REFERENCE PUBLISHING	254.13	08 APR 96	BIP SUPPLEMENT 95-96
014774	00511	REGENT BOOK CO., INC.	30.18	08 APR 96	BOOKS
014775	00512	RENSSELAER REPUBLICAN	93.79	08 APR 96	PUBLIC SERV. ASST AD-RENS
014776	00513	REVCO D.S., INC.	16.25	08 APR 96	SUNDAY PAPERS-DEM.
014777	00514	ROHAN SERVICE AGENCY OF SO.B	267.75	08 APR 96	BOILER-PILOT ASSEMBLY REPAIR
014778	00515	SECURITY COURIERS CORP.	679.44	08 APR 96	TRANSPORT SERVICE-3/8 TO 3/2
014779	00516	SIMPLEX TIME RECORDER CO.	36.00	08 APR 96	DIALER TAPE REPAIRS-RENS
014780	00517	SOCIAL ISSUES RESOURCES SERI	285.00	08 APR 96	PERIODICAL SUBSCRIPTIONS
014781	00518	STECK-VAUGHN COMPANY	35.95	08 APR 96	BOOKS
014782	00519	THERMOGAS COMPANY	71.00	08 APR 96	REFRIGERATOR REPAIRS
014783	00520	TIME-LIFE EDUCATION	113.60	08 APR 96	BOOKS

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

30 Apr 96

PAGE 4

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014784	00521	TOWN OF DEMOTTE	40.72	08 APR 96	SEWER SERVICE-FEB 1996-DEMOT
014785	00522	TOWN OF WHEATFIELD SEWER WOR	41.05	08 APR 96	APRIL 1996 SEWER SERVICE-WHE
014786	00523	VALUE LINE PUBLISHING, INC.	84.00	08 APR 96	EXPANDED EDITION SUBSC.TO 11
014787	00524	UNIVERSITY MICROFILMS INTERN	23.71	08 APR 96	RENS. REPUBLICAN MICROFILMIN
014788	00525	VIKING OFFICE PRODUCTS	435.59	08 APR 96	TRASH LINERS,COPY PAPER, PEN SHARPENER,NON-GLARE SCREEN,M
014789	00526	WAL-MART STORES, INC.	211.83	08 APR 96	VIDEOS, CHILDREN PROG. SUPPL
014790	00527	WALGREEN'S	23.50	08 APR 96	PUZZLES-SUMMER READING PROGR
014791	00528	WILCO PICK & SAVE	22.43	08 APR 96	ADULT READING PROGRAM SUPPLI
014792	00529	YVONNE BEEVER	27.38	08 APR 96	UNIV. OF WISC. WORKSHOP EXPE
014793	00566	BANK ONE	4545.91	10 APR 96	FICA & FED TAXES WITHHELD 10
014794	00567	INDIANA DEFERRED COMPENSATIO	262.67	10 APR 96	WITHHELD FROM 10 APR 96 PAYR KOPANDA,DAUGHERTY,KOBY,SCHUL
014795	00568	ACORDIA PERSONAL BENEFITS, I	271.94	10 APR 96	QTLY PREMIUM-RUSHER
014796	00569	TEETERS CULLIGAN	9.95	10 APR 96	WATER COOLER RENTAL-APRIL-WH
014797	00570	UNITED TELEPHONE COMPANY	652.75	10 APR 96	DATA LINES & RENS. PHONE-APR
014798	00609	BANK ONE	4740.10	25 APR 96	FICA & FED. TAX WITHHELD 25
014799	00610	INDIANA DEPARTMENT OF REVENU	1583.97	25 APR 96	STATE & COUNTY TAX WITHHELD
014800	00611	INDIANA DEFERRED COMPENSATIO	262.67	25 APR 96	WITHHELD FROM 25 APR 96 PAYR DAUGHERTY,KOPANDA,SCHULENBER
014801	00612	CITY OF RENSSELAER	2319.85	25 APR 96	RENSSELAER UTILITIES-MARCH 9
014802	00613	INCOLSA	6.00	25 APR 96	BUDGET CLINIC-DAUGHERTY,JUNG
014803	00614	NIPSCO	625.35	25 APR 96	WHEATFIELD UTILITIES-MARCH-9
014804	00615	UNITED TELEPHONE COMPANY	160.69	25 APR 96	WHEATFIELD PHONE-APRIL-96

--TOTAL AMOUNT OF CLAIMS-- 177190.79

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 177190.79. Dated 13 MAY 96.

_____	_____
_____	_____
_____	_____
_____	_____

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 06 May 96

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014805	00616	A.E. BOYCE CO., INC.	351.06	13 MAY 96	PAYROLL CHECKS
014806	00617	AFFORDABLE COMMUNICATIONS	120.00	13 MAY 96	RENS-TELEPHONE REPLACEMENT/R
014807	00618	AMBER WHITED	5.50	13 MAY 96	MILEAGE
014808	00619	AVC CORPORATION	94.00	13 MAY 96	SERVICE CONTRACT- FIN.COMPUT
014809	00620	BAKER & TAYLOR	5232.26	13 MAY 96	BOOKS, VIDEOS, GIFT BOOKS
014810	00621	BAKER & TAYLOR BOOKS	245.58	13 MAY 96	CONTINUATIONS-BOOKS
014811	00622	BAKER & TAYLOR ENTERTAINMENT	133.86	13 MAY 96	VIDEOS
014812	00623	BETTER CONTAINERS MFG. CO. I	166.44	13 MAY 96	LOVE MY LIBRARY BOOK BAGS
014813	00624	BETTY A. HUFF (PAS-TIME BOO	1542.77	13 MAY 96	BOOKS, VIDEOS
014814	00625	BLACK MAGAZINE AGENCY	9698.13	13 MAY 96	ANNUAL MAGAZINE SUBSCRIPTION
014815	00626	BOY SCOUTS OF AMERICA	179.50	13 MAY 96	GIFT BOOKS
014816	00627	BEN FRANKLIN	75.49	13 MAY 96	VIDEOS & CHILDREN CRAFT/PROG
014817	00628	BROWN'S GARDEN SHOPPE	295.00	13 MAY 96	RE-SEEDED FRONT LAWN-RENS.LI
014818	00629	CD ONE STOP	89.03	13 MAY 96	CDs
014819	00630	CENTRAL STATES SALES CORPORA	98.26	13 MAY 96	PROJECTOR BULBS/SM.CEIL. SPO
014820	00631	CHARLOTTE FAGEN	176.50	13 MAY 96	MILEAGE,CRAFT BOOKS,SUMMER R
014821	00632	CHERYL KAPER	225.00	13 MAY 96	SPEAKER/STAFF DEVELOPMENT DA
014822	00633	CHILD'S WORLD	722.25	13 MAY 96	CHILDREN BOOKS
014823	00634	CITY PRODUCTIONS DEPT.201	248.85	13 MAY 96	VIDEOS
014824	00635	COAST TO COAST	9.96	13 MAY 96	GUTTER DAP, YARD MATERIALS
014825	00636	CONSOLIDATED INSURANCE AGENC	7515.00	13 MAY 96	ANNUAL BUILDING INSURANCE PO
014826	00637	CURRENT LEADERS PUBLISHING C	59.00	13 MAY 96	BOOK
014827	00638	CUSTOM LAWN CARE	179.00	13 MAY 96	APRIL LAWN CARE-RENS
014828	00639	DELPHI PUBLIC LIBRARY	321.61	13 MAY 96	PLA CONFERENCE LODGING/CO-SH
014829	00640	DEMCO	323.32	13 MAY 96	AUDIO CASSETTE ALBUMS,BROWSE
014830	00641	DIANA KOOY	16.50	13 MAY 96	MILEAGE
014831	00642	DIANE OPOLSKI	16.50	13 MAY 96	MILEAGE
014832	00643	DUMAS & MORIARTY	337.50	13 MAY 96	LEGAL SERVICES-MARCH
014833	00644	EBSCO SUBSCRIPTION SERVICES	2.17	13 MAY 96	SUBSCRIPTION RATE INCREASE
014834	00645	EDUCATORS PROGRESS SERVICE,	42.90	13 MAY 96	BOOK
014835	00646	FACTS ON FILE NEWS SERVICES	77.04	13 MAY 96	BOOKS
014836	00647	FASE'S	350.00	13 MAY 96	13".TV & VCR-RENS. SATELLITE
014837	00648	FASE'S	43.75	13 MAY 96	REDOUT FOR WATER SOFTNER-DEM
014838	00649	FILIP INC.	29.88	13 MAY 96	ODOR ELIMINATOR
014839	00650	GAIL JUNG	16.00	13 MAY 96	MILEAGE
014840	00651	GAIL JUNG	31.88	13 MAY 96	PETTY CASH-RENS. LIBRARY
014841	00652	GAYLORD BROS.	140.90	13 MAY 96	CASSETTE ALBUMS
014842	00653	GROLIER PUBLISHING COMPANY	13.93	13 MAY 96	BOOKS
014843	00654	H. W. WILSON COMPANY	210.00	13 MAY 96	READER'S GUIDE-WHEATFIELD SU
014844	00655	HAMSTRA BUILDERS, INC.	120.75	13 MAY 96	CHECKED FOR SEWER ODOR-WH.LI
014845	00656	HANSEN'S SNOW REMOVAL	335.00	13 MAY 96	SNOW REMOVAL-MARCH
014846	00657	HERITAGE OFFICE PRODUCTS, IN	17.69	13 MAY 96	LABELS,TYPE RIBBONS, PLAQUE
014847	00658	HIGHSMITH CO. INC.	84.00	13 MAY 96	MAGAZINE BINDERS-RENS.
014848	00659	HP PRODUCTS CORP.	372.55	13 MAY 96	PAPER TOWELS,M-FOLDS,KLEENEX
014849	00660	INCOLSA	200.00	13 MAY 96	MTNCE WORKSHOP-YORK,HEEKE & INTERNET/REFERENCE QUESTIONS BROWN,WHITED,TACHTIRIS
014850	00661	INDEPENDENT COPIER REPAIR	75.00	13 MAY 96	FAX REPAIRS-DEMOTTE LIB.

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 06 May 96

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014851	00662	INDIANA UNIVERSITY	95.00	13 MAY 96	IMPLEMENT/MANAGE INTERNET-YO
014852	00663	INFORMATION PLUS	413.10	13 MAY 96	BOOKS
014853	00664	INFORMATION/REFERENCE GROUP	651.08	13 MAY 96	ENCY/ASSOC.& COUNTRIES/WORLD
014854	00665	JOURNAL AND COURIER	60.00	13 MAY 96	24 WK.SUBSCRIPTION-RENS.
014855	00666	JULIE EISELE	57.62	13 MAY 96	MILEAGE & ILF CONF.
014856	00667	KORELLIS ROOFING	160.00	13 MAY 96	ROOF LEAK REPAIRS-DEMOTTE LI
014857	00668	KOLORTECH, INC.	228.30	13 MAY 96	FLUORESCENT BULBS
014858	00669	KRYSTAL KLEAR	188.57	13 MAY 96	FURNACE FILTERS
014859	00670	LDDS WORLDCOM	848.51	13 MAY 96	DATA LINES & LONG DISTANCE C
014860	00671	LISA RUSHER	8.92	13 MAY 96	PARKING/ILF CONF.
014861	00672	LYNN DAUGHERTY	97.50	13 MAY 96	MILEAGE, BOOK, ILF CONF.,OFF
014862	00673	MANPOWER	113.40	13 MAY 96	TEMPORARY-ASST.BOOKKEEPER/DA
014863	00674	MARGE HOHNER	13.00	13 MAY 96	MILEAGE-APRIL BOARD MTG.
014864	00675	MARLENE BEEDLE	72.69	13 MAY 96	MILEAGE & ILF CONFERENCE
014865	00676	MARSHALL CAVENDISH CORPORATI	20.09	13 MAY 96	BOOK
014866	00677	MICHELLE HEEKE	73.30	13 MAY 96	MILEAGE & ILF CONF./STAFF DE
014867	00678	MICROMARKETING ASSOCIATES	121.10	13 MAY 96	VIDEOS
014868	00679	MILLBROOK PRESS	259.60	13 MAY 96	BOOKS
014869	00680	MONTGOMERY KONE,INC.	966.00	13 MAY 96	ELEVATOR REPAIRS
014870	00681	MOYER BOOK SALES	277.94	13 MAY 96	BOOKS
014871	00682	PHILIP N. HOWARD	65.00	13 MAY 96	LAWN/YARD WORK & SNOW REMOVA
014872	00683	POSTMASTER GENERAL	878.00	13 MAY 96	STAMPS: 19cent-200;50cent-20 32cent-2000; \$1-100
014873	00684	QUILL	410.84	13 MAY 96	ENVELOPES,TAPE,RIBBONS,LEGAL
014874	00685	RECORDED BOOKS INC.	343.40	13 MAY 96	BOOKS ON TAPE
014875	00686	REGENT BOOK CO., INC.	10.82	13 MAY 96	BOOK
014876	00687	RENSSELAER LUMBER CO.	8.75	13 MAY 96	WOODEN SLATS/LAWN CARE
014877	00688	RENSSELAER REPUBLICAN	67.64	13 MAY 96	Y.S.SPECIALIST AD-RENS.
014878	00689	ROHAN SERVICE AGENCY OF SO.B	143.75	13 MAY 96	AIR CONDITIONER ADJUSTMENTS-
014879	00690	SCHOLASTIC INC.	49.85	13 MAY 96	2 YR. SUBSC/EARLY CHILDHOOD
014880	00691	SECURITY COURIERS CORP.	894.00	13 MAY 96	TRANSPORT SERVICE-4/5 TO 5/3
014881	00692	SELECTVIDEO	420.80	13 MAY 96	VIDEOS
014882	00693	SIGHT & SOUND VIDEO	144.70	13 MAY 96	VIDEOS
014883	00694	SUNSET PRODUCTIONS, INC.	8.72	13 MAY 96	VIDEO
014884	00695	TEETERS CULLIGAN	34.70	13 MAY 96	WATER & COOLER RENTAL-WH
014885	00696	EMRO/ THERMOGAS COMPANY	459.00	13 MAY 96	REFRIGERATOR FOR STAFF LOUNG
014886	00697	TIME-LIFE EDUCATION	46.47	13 MAY 96	BOOKS
014887	00698	TOYS "R" US	141.80	13 MAY 96	SUMMER READING PRIZES
014888	00699	TYSEN'S COUNTRY GROCERY, INC	40.94	13 MAY 96	CLEANING SUPPLIES
014889	00700	UNIVERSITY MICROFILMS INTERN	53.57	13 MAY 96	RENS.REPUBLICAN MICROFILMING
014890	00701	VIKING OFFICE PRODUCTS	259.24	13 MAY 96	FOLDERS,DYMO TAPE,LABELS,TRA
014891	00702	VIRGINIA VIS	201.50	13 MAY 96	SUBSTITUTE JANITOR
014892	00703	WAL-MART STORES, INC.	136.97	13 MAY 96	VIDEOS,POSTERS,CRAFT ITEMS,C
014893	00704	WILCO PICK & SAVE	31.02	13 MAY 96	PROG.SUP:ADULT,STAFF WKSHP.,
014894	00705	WILLIAM A. DOWELL	48.00	13 MAY 96	INDIANA FLAGS
014895	00706	YVONNE BEEVER	123.85	13 MAY 96	ILF CONF., MILEAGE, SWITCHBO

--TOTAL AMOUNT OF CLAIMS-- 40390.36

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 40390.36. Dated 13 MAY 96.

_____	_____
_____	_____
_____	_____
_____	_____

JUN

AGENDA

Jasper County Public Library Board of Trustees
Monday, June 10, 7:00 PM
Rensselaer Library

Purpose

Opening of meeting

- A. Board member recognition
- B. Moment of silence
- C. Approval of agenda format

Action

Approval of Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. Salary ordinance update(R 19)
- D. Policy Review (R 7-R 14)
- E. Additional appropriation (R 18)

General Business

- A. Building problem update (R 16)
- B. Technology Grant (R 16)
- C. Continuing education concerns (R 15)
- D. NILBA meeting report

Action

Action

Action

Information

Director's Report (R 15-18)

Information

Items for future Agendas

Public Forum

Adjournment

Minutes.....May 13, 1996
Monthly Meeting of the Jasper County Public Library Board of Trustees
DeMotte Library 7:00 PM

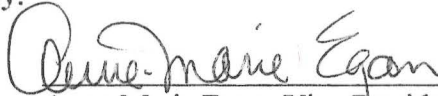
Present: Barbara Leestma, Mary Linda Casey, Anne-Marie Egan, Marge Hohner, Mary Duggleby, Lynn Daugherty.

1. **AGENDA:** Agenda format was approved on a motion by M. Hohner, seconded by M. Duggleby.
2. **CONSENT AGENDA:** B. Leestma moved to approve the Consent Agenda which included the Minutes, Bills and Financial Reports, Salary Ordinance, and Policy Committee recommendations (Audiovisual Equipment Loan Policy, CD ROM Workstation Use Policy, Computer & Typewriter Use Policy, Microfilm/Microfiche Reader/Printer Policy, Reference Policy, Video Cassette Policy). M. Hohner seconded the motion. Motion carried.
3. **BUILDING PROBLEM UPDATE:** Since some progress was reported on solving the building problems at DeMotte and Rensselaer, the board decided to postpone consideration of further action until the June meeting unless a need is seen before that time for a special meeting.
4. **1997 BUDGET:** On a motion by M.L. Casey, seconded by B. Leestma, the Board approved delaying until the July meeting the presentation of a budget to be approved for advertisement.
5. **WHEATFIELD HIGH SCHOOL SIGN:** On a motion by M.L. Casey, seconded by M. Hohner, the board agreed to allow the Wheatfield High School Alumni Association to erect an historical marker, commemorating the previous existence of the high school, on library property, either inside or outside the library building. The motion further stated that the type of sign to be erected and the placement of the sign be subject to approval by library staff.
6. **FIVE YEAR PLAN, 1996 GOALS:** The Board saw no problem with the 1996 goals as presented by L. Daugherty. A suggestion was made that provisions be made in the 1997 budget for a part-time evening technician to aid patrons in use of the library's electronic information sources. The Board strongly endorsed the need for Internet training for all staff.
7. **TRUSTEE WORKSHOPS:** B. Leestma shared her experiences at two very informative sessions she attended at ILF. One board member indicated an interest in attending a Dan Cain workshop. Board members made plans to attend the NILBA dinner on Wednesday, May 29 at Michigan City.

8. **TECHNOLOGY GRANT APPROVAL:** On a motion by M.L. Casey, seconded by B. Leestma, the board authorized B. Souza and L. Daugherty to enter into contract with the state for a Technology Grant and agreed to the contract terms thereof.

There being no further business and no items suggested for future Agendas, the Board adjourned on a motion by B. Leestma, seconded by M. Duggleby. The meeting was followed with a short presentation and discussion of the Internet and how it can work as an additional information source for the library.


Attest: Barbara Leestma, Secretary


Anne-Marie Egan, Vice-President

CIRCULATION STATISTICS

	DEMOTTE					RENSSELAER					WHEATFIELD					SYSTEM	
	Added		Withdrew		CIRC- ULA- TION	Added		Withdrew		CIRC- ULA- TION	Added		Withdrew		CIRC- ULA- TION	TOTAL: CIRCULA- TION	
	V	T	V	T		V	T	V	T		V	T	V	T			
	O	I	O	I		O	I	O	I		O	I	O	I			
	L	T	L	T		L	T	L	T		L	T	L	T			
	U	L	U	L		U	L	U	L		U	L	U	L			
	M	E	M	E		M	E	M	E		M	E	M	E			
	E	S	E	S		E	S	E	S		E	S	E	S			
May 1996			S			S		S			S		S				
XX																	
ADULT BOOKS																	
Fiction	50	48	32	17	2087	64	64	0	0	2108	112	110	0	0	666	4861	
Nonfiction	51	30	13	3	1422	93	68	12	4	1578	59	41	3	0	566	3566	
CHILDREN'S BKS																	
Fiction	78	66	56	18	1982	64	64	20	9	1786	51	47	0	0	448	4216	
Nonfiction	86	85	21	18	621	26	26	43	28	923	21	19	0	0	163	1707	
MAGAZINES, ADT					949					467					209	1625	
MAGAZINES, CH					82					31					1	114	
GRAPHIC MAT'L						0	0	2	2	12						12	
MICROFORMS																0	
SOUND RE/ADUL*	10	9	0	0	333	8	7	0	0	504	12	8	2	1	177	1014	
SOUND REC., CH	1	1	0	0	63	0	0	0	0	94	1	0	1	0	39	196	
CD ROM SOFTWF	0	0	0	0		0	0	0	0		0	0	0	0		0	
SOFTWARE								0	0							0	
VERTICAL FILE					145					37					2	184	
VHS	45	45	0	0	653	8	8	0	0	793	10	4	0	0	360	1806	
EQUIPMENT										2					1	3	
TOTAL	321	284	122	56	8337	263	237	77	43	8335	266	229	6	1	2632	19304	
XX																	
PERCENT INCREASE/DECREASE					19.8%						0.6%						-15.0%
END OF MONTH:					DEMOTTE	RENSSELAER					WHEATFIELD						
Total Materials Owned					34577	47856					25753						
Total Titles Owned					32398	44283					23548						
Daily Avg Circulation					321	321					101						
XX																	
MONTHLY SYSTEM STATISTICS					1995	1996					% change						
Circulation					18341	19304					5%						
Jan. to date circulation					111235	115796					4%						

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
May 1996

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	6194	6397	2579	15170
Borrowers--End of month:	6268	6458	2606	15332
Non-resident, paying	32	40	1	73
PLAC card users	1	1	0	2
Reciprocal borrowers	143	70	9	222
XX				
INTRALIBRARY LOANS FILLED	143	178	73	394
LOCAL HISTORY				
In person	3	23		26
Letters written		4		4
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	11	71	20	102
Computer software used	11	81	27	119
VCR Use	5	15	1	21
Microforms		87		87
CD ROM software used		36		36
Public use of FAX service	6	16	4	26
Typewriter use	1	2	3	6
Other equipment used	0	1	0	1
OTHER LIBRARY SERVICES USED				
Walking book visits	1	4	0	5
Notarized documents	1	4	0	5
Meeting Room Use (number of groups)	58	31	10	99
Study room use	17	28		45
Ref book/vf copies made	146		17	163
XX				
INTERLIBRARY LOANS				
Requests made for:	28	53	14	95
Items rec'd for:	34	57	14	105
Items outstanding:	-6	-4	0	-10
Items from Indiana libraries	23	39	8	70
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries				0

CIRCULATION BY PATRON CODE
May 1996

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	734	9.6%	886	11.2%	310	12.3%	1930	10.6%
Adult Female (1)	4614	60.1%	3941	49.6%	1396	55.6%	9951	54.9%
Juvenile 0-11 (2)	1214	15.8%	1288	16.2%	403	16.0%	2905	16.0%
YA 12-17 (3)	443	5.8%	492	6.2%	164	6.5%	1099	6.1%
Nonresident No Fee (4)	67	0.9%	323	4.1%	8	0.3%	398	2.2%
Board/Staff (5)	315	4.1%	423	5.3%	228	9.1%	966	5.3%
School (6)	0	0.0%	120	1.5%	0	0.0%	120	0.7%
St. Joseph College (7)	0	0.0%	23	0.3%	0	0.0%	23	0.1%
State Library Card (8)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee (9)	9	0.1%	256	3.2%	0	0.0%	265	1.5%
Corporate (10)	0	0.0%	17	0.2%	0	0.0%	17	0.1%
Reciprocal (11)	283	3.7%	170	2.1%	2	0.1%	455	2.5%
Total	7679		7939		2511		18129	
Total items borrowed by nonresidents	359	4.7%	892	11.2%	10	0.4%	1261	7.0%

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
May 1996

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	38	5	23	66
Number attending	862	80	563	1505
YA Programs (14-17)		2		2
Number attending	1	48		49
Adult Programs	2	7		9
Number attending	12	72		84
Senior Citizen Programs	1	4		5
Number attending	9	21		30
 TOTAL NO. OF PROGRAMS	 41	 18	 23	 82
TOTAL PERSONS ATTENDING	884	221	563	1668

WHEATFIELD COLLECTION

MONTH START		MONTH END	
V	T	V	T
O	I	O	I
L	T	L	T
U	L	U	L
M	E	M	E
E	S	E	S
S		S	

XX

ADULT BOOKS
Fiction
Nonfiction

CHILDREN'S BKS
Fiction
Nonfiction

0 0 0 0 0 0 0 0 0 0 MICROFORMS

1010	872	1020	881	2083	1528	2091	1535	1370	1229	1380	1236	SOUND REC,ADULT
135	135	136	136	182	182	182	182	41	41	41	41	SOUND REC., CH
6	3	6	3	14	9	14	9	4	4	4	4	CD ROM SOFTWARE
4	2	4	2	88	24	88	24	112	57	112	57	SOFTWARE
										0	0	VERTICAL FILE
751	727	796	772	944	912	952	920	664	626	674	630	VHS
1		1	0	0		0	0			0	0	EQUIPMENT
34179	31942	34378	32170	47484	43895	47670	44089	25233	23092	25493	23320	TOTAL

[illegible]

CIRCULATION BY ITEM FINE CODE
May 1996

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	40	35	22	97
100 (1)	49	59	23	131
200 (2)	45	41	20	106
300 (3)	188	213	61	462
400 (4)	8	4	8	20
500 (5)	103	68	35	206
600 (6)	546	464	210	1220
700 (7)	192	262	100	554
800 (8)	33	85	17	135
900 (9)	116	182	17	315
B (10)	68	96	39	203
j000 (11)	9	3	2	14
j100 (12)	8	33	1	42
j200 (13)	16	3	5	24
j300 (14)	71	90	7	168
j400 (15)	17	8	0	25
j500 (16)	190	230	53	473
j600 (17)	57	145	31	233
j700 (18)	125	277	36	438
j800 (19)	27	15	4	46
j900 (20)	51	90	10	151
jB (21)	50	29	14	93
FIC (22)	1234	1462	432	3128
yaFIC (23)	40	105	52	197
LARGE PRINT (24)	59	48	22	129
jFIC (25)	226	331	73	630
jE (26)	1123	1144	307	2574
jER (27)	330	122	46	498
Magazines (28)	949	467	209	1625
Games/Toys (29)	0	11	0	11
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	146	222	34	402
jCassettes (33)	60	82	34	176
Compact Discs (34)	182	281	141	604
jCompact Discs (35)	1	3	5	9
Sound Recordings (36)	5	1	2	8
jSound Recordings (37)	2	9	0	11
Software (38)	0	1	0	1
Vertical File (39)	145	37	2	184
Equipment (40)	0	2	1	3
yapFIC (41)	269	203	56	528
jpFIC (42)	303	189	22	514
Reference (43)	34	59	14	107
Genealogy (44)	0	0	0	0
jMagazines (45)	82	31	1	114
VHS (46)	653	793	360	1806
Free reads	485	288	104	877
Puzzles				0
Talking books		2		2
Assignment shelf books		10		10
TOTAL	8337	8335	2632	19304

Memo to: Leanne, Michelle, Diana, Gail, Yvonne
RE: Tax form statistics

From: Lynn Daugherty
Date: May 20, 1996

Tax Forms Distributed 1996

This estimate is based on total number of forms ordered, minus forms left at end of tax season. It does not count forms photocopied for patrons.

	DeMotte	Rensselaer	Wheatfield	Total
Federal tax forms	3681	2707	1472	7860
State tax forms	1011	976	370	2357
Total	4692	3683	1842	10217

MEMORANDUM

Policies for Consideration in June:

Public Forum Policy
Personnel Policy
Study Room Use Policy
Sexual Harassment Policy
Food, Tobacco and Alcohol Policy
Reciprocal Borrower Policy

The Policy Committee is recommending no changes to the Public Forum Policy. It recommends adoption of a new Reciprocal Borrower Policy and revised Study Room Use, Sexual Harassment, Food Tobacco and Alcohol and Personnel policies as noted.

Additions are recommended to the Study Room Use, Sexual Harassment and Food, Tobacco and Alcohol and Personnel policies. These changes are enclosed in borders. In the case of the Study Room Policy this change was recommended by staff to resolve problems noted when younger children use the study rooms unattended.

The Food, Tobacco and Alcohol Policy is not due for revision until August. However, as a term of our agreement with the State of Indiana to get our \$38,000 grant, we had to sign the "Drug-Free Workplace Certification". This requires that we have a policy in place against controlled substances upon receiving our state funds. This also requires an addition to the Personnel Policy. Changes in these policies have been reviewed and approved by the Board attorney.

The Reciprocal Borrower Policy is a new policy. We have addressed reciprocal borrowers in a number of different policies. Staff have asked that all policies concerning reciprocal borrowers be brought together into one place for easier access.

Vote: To approve the Public Forum, Study Room Use, Sexual Harassment, Food, Tobacco, Drug and Alcohol, Personnel, and Reciprocal Borrower policies as recommended by the Policy Committee.

Study Room Use Policy

Study rooms are provided in the DeMotte and Rensselaer libraries primarily for persons working on group projects or in other situations when interaction between people might cause disruption in open areas of the library.

Add following sentences: Only adults and students in the 6th grade and above may use the study room. Younger children may use the room when an adult is also present in the room.

The study room may not be used for profit-making or socializing purposes.

Food is not permitted in the study room.

6/94; reviewed 6/95; draft 6/96

FOOD, TOBACCO, DRUG AND ALCOHOL POLICY

Food and beverages are prohibited in all public areas of the library, excluding the meeting rooms. The use of tobacco products is not permitted in any part of the library buildings.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on library property. Violations will be reported to local law enforcement authorities.

Use of alcoholic beverages is prohibited on all library property.

8/94; revised 8/95; 6/96

Addition to Personnel Policy

16. Alcohol and drug use

Use of alcoholic beverages is prohibited on all library property.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on library property. Employees violating that prohibition will be terminated. Employees working under the influence of alcohol or illegally-used drugs may also be terminated. Violations will be reported to local law enforcement authorities.

An employee must notify the Director of any criminal drug statute conviction no later than 5 days after such conviction. Such conviction will result in dismissal.

RECIPROCAL BORROWING POLICY

To obtain a free JCPL borrower's card, a reciprocal borrower must show a valid resident library card from a library which participates in the Reciprocal Borrowing Program.

Borrowing privileges are restricted to books and magazines *only*. Materials such as videos, cd's and equipment may not be borrowed.

PC's: Reciprocal borrowing cards do not authorize such patrons to use JCPL library word processing PC's. PC's providing public access to the library's CD ROM software and OPAC will be available to reciprocal borrowers.

In-house library use: Reciprocal borrowers as well as any other visitors to the library are offered free *in-house* use of the library's books and other information sources.

Reserves: Reciprocal borrowers may not reserve books.

Interlibrary/intralibrary loan: We will intralibrary loan books and magazines for reciprocal borrowers. For interlibrary loans from other libraries, reciprocal borrowers must go to their own library.

SEXUAL HARASSMENT

The Jasper County Public Library prohibits offensive or inappropriate sexual behavior at work. All employees must avoid any action or conduct which could be viewed as sexual harassment.

A charge of sexual harassment shall be taken very seriously by the Library, and any employee who is found to have made such a charge falsely or in bad faith will be disciplined, which may include the employee's termination.

While it is not possible to list all types of sexual harassment, they shall include:

- unwelcome sexual advances
- requests for sexual favors
- other verbal or physical contact of a sexual nature
- offensive sexual remarks
- sexual propositions
- offensive sexual flirtations
- display of sexually suggestive objects or pictures
- verbal comments about an individual's body
- sexually suggestive or offensive dress

The prohibition on sexual harassment applies not only in situations which are male to female, but also female to male, male to male, or female to female.

If the harassed employee is uncomfortable confronting the alleged harasser, if the situation persists after confrontation with the alleged harasser, or if the harassment is of a very serious nature s/he should bring the problem to the attention of his or her supervisor.

Add the following sentence: This is true of harassment by a patron as well as harassment by a co-worker.

The supervisor is then to immediately contact the Director of the Library. In the event an employee is for any reason uncomfortable in approaching his or her supervisor about the problem, the employee should contact the Director directly. If the alleged harasser is the Director, the employee or his or her supervisor should contact the Library Board.

All complaints of harassment shall be investigated by the Director in a timely fashion. Although the Library will take reasonable steps to maintain the confidentiality of any complaint, the Library cannot give assurances that confidentiality can be maintained in all cases, because the accused party will be given the opportunity to respond to any complaint.

The Library prohibits sexually harassing conduct in the workplace and will take appropriate corrective action against those who violate this policy, up to and including termination of employment.

Harassing patrons may be banned from the library and local law enforcement officials may be contacted.

6/94; reviewed 6/95; draft 6/96

Public Forum Policy

The JCPL Board will conduct its meetings in compliance with the state Open Doors Law with board meetings open for public observation and recording. While not required by law to allow the public to speak at meetings, the Board values the ideas and insights of constituents and will allow 15 minutes of each meeting for a public forum.

Persons will be allowed to speak only if they have completed the form shown below and returned it to the Director or a board member prior to the convening of the meeting.

The board president will divide the 15-minute forum segment by the number of persons who have requested to speak to determine the amount of time allocated to each person. The board president will then call on those persons one at a time to stand and address the board for no more than the allocated time.

The Board will not respond at this meeting to questions, requests for information or requests for action. Appropriate response may be made at a later time after board members have sufficient opportunity to consider and deliberate on the issue.

Constituents will not be allowed to comment during other portions of the board meeting unless comments are specifically requested by the Board. Board members are always anxious to hear from constituents outside the meeting.

6/94; reviewed 6/95

If you wish to address the Library Board during the meeting....

The Jasper County Public Library Board of Trustees welcomes you to this meeting. We conduct our meetings in compliance with the state Open Doors Law. Our board meetings are open for public observation. We are *not* required to allow the public to speak at meetings.

However, as we value the ideas and insights of our constituents, we allow 15 minutes of each meeting for a public forum. If you wish to speak to this board during the "forum" section of our agenda, please complete the form below and hand it to a board member before the meeting.

Only persons who have completed the form and returned it to the Director or a board member prior to the convening of the meeting will be allowed to speak.

The board president will divide the 15-minute forum segment by the number of persons who have requested to speak to determine the amount of time allocated to each person. The board president will then call on those persons one at a time to stand and address the board for no more than the allocated time.

We will not respond at this meeting to your questions, requests for information or requests for action. We will note your request and respond at a later time after board members have sufficient time to consider and deliberate about the issue.

During other portions of the board meeting, please refrain from comment unless the board asks you to comment. Board members are always anxious to hear from constituents outside the meeting, but our meeting agenda is usually full and does not allow us time for a continuous open forum.

Thanks for helping us conduct an open and orderly meeting.

Request to speak to the JCPL Board during the forum

This form must be completed and returned to the Director or a board member before the meeting if you wish to speak to the JCPL Board during the "forum" section of the meeting agenda. The forum will be conducted according to the format explained above.

Your name: _____

Group/organization you represent, if any: _____

Subject about which you will speak: _____



JASPER COUNTY PUBLIC LIBRARY

☐ Rensselaer Public Library, Headquarters
208 West Susan Street
Rensselaer, Indiana 47978-2447
219 • 866-5881
Fax 219 • 866-7378

☐ DeMotte Public Library
901 Birch Street SW
P.O. Box 16
DeMotte, Indiana 46310-0016
219 • 987-2221
Fax 219 • 987-2220

☐ Wheatfield Public Library
170 S. Grace Street
P.O. Box 247
Wheatfield, Indiana 46392-0247
219 • 956-3774
Fax 219 • 956-4808

Please post the following notice one (1) time in the Rensselaer Republican and the KV Post News during the week of June 17.

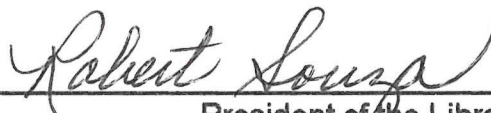
NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of the Jasper County Public Library, Jasper County, Indiana that the proper legal officers of the Jasper County Public Library at their regular meeting place at the Rensselaer Library, at 7:00 o'clock p.m., on the 8th day of July, 1996, will consider the following additional appropriation for the Indiana Technology Grant Fund.

Fund Name: INDIANA TECHNOLOGY FUND \$38,000

TOTAL for INDIANA TECHNOLOGY FUND: \$38,000

Taxpayers appearing at the meeting shall have a right to be heard.



President of the Library Board



Secretary of the Library Board

6/19/96
Date

Salary Ordinance 1996

Rev. 6/96

Name	Classification	Present Hrly Wage	Hrs Worked	Library	
Hesterman, Sandra	Page	\$4.50	10	W	Raise 1/1/97
Rusher, Lisa	Lib. Asst 1, Bkpr	6.06/6.46	40	R	Raise 3/1, 9/1
Waling, Elaine	Page	\$5.00	10	R	Resign 5/28
Wakeland, Susan	Page	\$4.50/\$4.75	10	R	6/1/96

Sandra Hesterman will take the other 8 hours of Wheatfield's 40 hour Library Assistant 1 position. Diane Opolski works 32 of those hours. Since Sandi will be a page, she will work 10 hours per week for about the same amount of money.

Lisa Rusher presently works 35 hours per week at Rensselaer as an Assistant 1. She will add 5 hours per week as a bookkeeper/clerk and her hourly salary has been adjusted to compensate for the difference in pay between the two positions.

Susan is taking Elaine Waling's position as Rensselaer page.

Deborah Co
Elaine Egan
Robert Souza
Margaret Hohn

Mary S. Duggleby

JCPL FINANCIAL STATEMENT
MAY 31, 1996

	<u>Beginning 1996 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$371,628.76	\$179,770.66	\$202,536.35	\$86,098.34	\$374,596.75	\$199,568.36
Investments						
Public Library Access Card Fund	\$51.00	\$0.00	\$180.00	\$0.00	\$211.00	\$20.00
Gift Fund	\$3,077.85	\$65.00	\$478.25	\$764.73	\$901.15	\$2,654.95
DeMotte	\$1,488.44	\$10.00	\$185.00	\$638.50	\$652.50	\$1,020.94
Rensselaer	\$926.14	\$55.00	\$293.25	\$126.23	\$248.65	\$970.74
Wheatfield	\$663.27	\$0.00	\$0.00	\$0.00	\$0.00	\$663.27
Bond & Interest Redemption Fund	\$134,858.07	\$0.00	\$0.00	\$0.00	\$0.00	\$134,858.07
Investments \$125,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library Improvement Reserve Fund	\$28,728.73	\$113.13	\$287.31	\$0.00	\$0.00	\$29,016.04
Investments						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$8,279.46	\$0.00	\$0.00	\$0.00	\$0.00	\$8,279.46
Satellite Fund	\$1,446.00	\$940.00	\$1,480.00	\$604.04	\$1,481.05	\$1,444.95
Construction Fund	\$9,991.26	\$0.00	\$310.61	\$0.00	\$0.00	\$10,301.87
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
Employee Health Insur.	\$191.15	\$0.00	\$28.06	(\$146.30)	(\$578.99)	\$798.20
Employee P.E.R.F.	\$2,718.28	\$0.00	\$0.00	(\$960.83)	\$795.09	\$1,923.19
TOTAL ALL FUNDS.....	\$561,170.58	\$180,888.79	\$205,300.58	\$86,260.88	\$377,406.05	\$389,065.09

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
31 May 96

1.	BANK ONE CHECKING	127245.06
2.	BANK ONE-CONSTRUCTION FUND SAV	10301.87
3.	BANK ONE-LIRF	28902.91
4.	FIRST OF AMERICA BANK	27885.07
5.	DEMOTTE STATE BANK	42359.12
6.	INDIANA FEDERAL BANK FOR SAVIN	12259.12
7.	NBD BANK, N.A.	11450.03
8.	PINNACLE BANK	3661.91
9.	IND.FEDERAL CD#9100055654	125000.00
10.	IND.FEDERAL CD#9100055646	.00
11.		.00
12.		.00
13.		.00
14.		.00
15.	IND.FEDERAL CD#9100005606	.00
TOTAL ALL BANK ACCOUNTS		389065.09

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----
31 May 96

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	39915.00	3326.26	16581.90	23333.10	41.5
1.12	SALARY OF ASSISTANTS	414221.00	32010.84	160384.48	253836.52	38.7
1.13	WAGES OF JANITORS	28785.00	2225.10	10749.86	18035.14	37.3
1.21	EMPLOYER'S SHARE-FICA	36943.00	2876.89	14363.75	22579.25	38.9
1.22	UNEMPLOYMENT COMPENSATION	2789.00	.00	1433.42	1355.58	51.4
1.23	EMPLOYER'S CONTRIB.- PERF	22394.00	.00	10761.24	11632.76	48.1
1.24	EMPLOYER'S CONTRIB.- INS.	14608.00	.00	1393.55	13214.45	9.5
1.31	OTHER PERSONAL SERVICES	1000.00	314.90	581.80	418.20	58.2
2.11	OFFICIAL RECORDS	950.00	351.06	756.68	193.32	79.7
2.12	STATIONERY AND PRINTING	650.00	.00	244.50	405.50	37.6
2.13	OTHER OFFICE SUPPLIES	4200.00	585.41	2097.69	2102.31	49.9
2.21	CLEANING & SANITATION SUPPLIES	4500.00	461.55	1324.55	3175.45	29.4
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	1.97	18.03	9.9
2.23	OTHER OPERATING SUPPLIES	3800.00	668.10	1713.52	2086.48	45.1
2.31	BUILDING MATERIALS & SUPPLIES	650.00	65.95	187.67	462.33	28.9
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	.00	200.00	.0
2.33	REPAIR PARTS	300.00	.00	154.93	145.07	51.6
2.41	LIBRARY SUPPLIES	4508.97	468.47	1772.12	2736.85	39.3
2.42	AUTOMATION SUPPLIES	4200.00	.00	1941.35	2258.65	46.2
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	1250.00	337.50	450.00	800.00	36.0
3.14	OTHER PROFESSIONAL SERVICES	4400.00	225.00	1293.19	3106.81	29.4
3.21	TELEPHONE	29000.00	1830.99	9465.37	19534.63	32.6
3.22	POSTAGE	6647.45	905.10	2996.89	3650.56	45.1
3.23	TRAVELING EXPENSE	4049.20	514.25	1528.00	2521.20	37.7
3.24	PROFESSIONAL MEETINGS	6149.00	721.27	3602.97	2546.03	58.6
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.31	ADVERTISING & PUBLIC NOTICES	900.00	67.64	271.29	628.71	30.1
3.32	OTHER PRINTING	400.00	.00	.00	400.00	.0
3.41	OFFICIAL BONDS	250.00	.00	200.00	50.00	80.0
3.42	OTHER INSURANCE	16000.00	7515.00	10923.00	5077.00	68.3
3.51	GAS	25000.00	1704.27	10897.80	14102.20	43.6
3.52	ELECTRICITY	58000.00	3581.24	17227.27	40772.73	29.7
3.53	WATER	1200.00	65.95	285.20	914.80	23.8
3.54	WASTE DISPOSAL SERVICES	2000.00	166.37	908.85	1091.15	45.4
3.61	BUILDING & STRUCTURES	30000.00	2264.50	13814.17	16185.83	46.0
3.62	EQUIPMENT	4000.00	195.00	813.99	3186.01	20.3
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	129.75	95.25	57.7
3.91	DUES	2000.00	.00	990.00	1010.00	49.5
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	40000.00	.00	.00	40000.00	.0
3.95	SERVICE CONTRACTS	9180.00	894.00	3548.86	5631.14	38.7
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	36400.00	94.00	883.72	35516.28	2.4
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	20195.53	26.98	6534.98	13660.55	32.4
4.51	BOOKS	124000.00	9060.92	39701.60	84298.40	32.0
4.52	PERIODICALS & NEWSPAPERS	37086.37	9931.72	13097.15	23989.22	35.3
4.53	NONPRINTED MATERIALS	22088.35	2632.16	8587.72	13500.63	38.9
	-TOTAL-	1065224.87	86098.34	374596.75	690628.12	35.2

CHANGES TO APPROPRIATION REPORT
DATE 31 May 96

Fund/Account No	Date	Amount	Explanation
100-1.24	22 Mar 96	38.45	REFUND BAL.NOV.PREMIUM-HOWARD
100-1.24	10 Apr 96	169.55	REFUND OF PREMIUM-R.HOWARD
100-2.41	30 Apr 96	8.97	INCOLSA PAID-PERS.MGMT REFRESHME
100-3.22	22 Mar 96	26.93	LEASE BOOK REIMBURSEMENT-POSTAGE
100-3.22	31 May 96	20.52	BOOK LEASE REIMBURSEMENT-POSTAGE
100-3.23	10 Apr 96	49.20	U.OF WIS.TRIP/CROWN POINT P.L.
100-3.24	16 Apr 96	149.00	BUREAU OF ED.RESEARCH SEM.REFUND
100-4.4	02 Jan 96	2095.53	ENCUMBERED 1995 FUNDS-BD.ACTION
100-4.52	30 Apr 96	28.79	LOWELL P.L.REIMBU-SUPERVISORS GD
100-4.52	30 Apr 96	28.79	REIMBURSED/SUPERVISOR'S GUIDE
100-4.52	31 May 96	28.79	STARKE CO.-SUPERVISOR GUIDE-REIM
100-4.53	22 Mar 96	33.34	REIMBURSED SHARED COST ALA VIDEO
100-4.53	22 Mar 96	5.00	REBATE-INDIAN IN CUPBOARD VIDEO
100-4.53	22 Mar 96	16.67	REIMBURSED-SHARED COST ALA VIDEO
100-4.53	10 Apr 96	33.34	ALA VIDEO REIMBURSEMENT
200.07-1.1	13 Feb 96	28.06	OVERPAYMENT OF PREMIUM-RUSHER

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 30 May 96

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005432	00729	MARLENE BEEDLE	362.53	10 MAY 96	PAYROLL
005433	00740	YVONNE J. BEEVER	768.43	10 MAY 96	PAYROLL
005434	00746	BELSTRA, COURTNEY B.	83.55	10 MAY 96	PAYROLL
005435	00743	AMY A. BROWN	91.90	10 MAY 96	PAYROLL
005436	00721	GLENDA BROWN	556.65	10 MAY 96	PAYROLL
005437	00744	REBECCA S. CARDEN	498.24	10 MAY 96	PAYROLL
005438	00725	RENEE CARR	433.66	10 MAY 96	PAYROLL
005439	00724	LYNN DAUGHERTY	1102.44	10 MAY 96	PAYROLL
005440	00747	KIMBERLY DELGER	56.86	10 MAY 96	PAYROLL
005441	00728	JULIE EISELE	459.36	10 MAY 96	PAYROLL
005442	00715	CHARLOTTE FAGEN	654.09	10 MAY 96	PAYROLL
005443	00750	STEPHANIE D. FILSON	340.52	10 MAY 96	PAYROLL
005444	00737	MOLLY A. GATLIN	83.11	10 MAY 96	PAYROLL
005445	00748	HEEKE, MICHELLE M.	795.98	10 MAY 96	PAYROLL
005446	00741	HEATHER A. HOPP	94.19	10 MAY 96	PAYROLL
005447	00727	ROSE E. HOWARD	578.87	10 MAY 96	PAYROLL
005448	00730	GAIL M. JUNG	645.90	10 MAY 96	PAYROLL
005449	00739	ANGELA M. KARCH	103.89	10 MAY 96	PAYROLL
005450	00722	DIANA KOBY	405.69	10 MAY 96	PAYROLL
005451	00718	JOAN KOPANDA	429.07	10 MAY 96	PAYROLL
005452	00719	KROS, DIANE	541.03	10 MAY 96	PAYROLL
005453	00732	SHARON K. LEWIS	96.40	10 MAY 96	PAYROLL
005454	00749	DIANE M. OPOLSKI	307.21	10 MAY 96	PAYROLL
005455	00751	SHARON L. PHILLIPS	396.16	10 MAY 96	PAYROLL
005456	00720	BONNIE POWELL	403.47	10 MAY 96	PAYROLL
005457	00742	ANNETTE M. PRATT	154.21	10 MAY 96	PAYROLL
005458	00745	LISA RUSHER	375.83	10 MAY 96	PAYROLL
005459	00716	SHARON SCHULENBERG	520.93	10 MAY 96	PAYROLL
005460	00723	EILEEN SPURGEON	91.29	10 MAY 96	PAYROLL
005461	00733	LYNN M. STALBAUM	104.43	10 MAY 96	PAYROLL
005462	00735	JACK STANDISH	328.28	10 MAY 96	PAYROLL
005463	00717	JILL TACHTIRIS	556.37	10 MAY 96	PAYROLL
005464	00738	ELAINE WALING	67.80	10 MAY 96	PAYROLL
005465	00731	WEBSTER, RACHAEL D.	135.13	10 MAY 96	PAYROLL
005466	00726	WHITED, AMBER	248.52	10 MAY 96	PAYROLL
005467	00736	MARGARET M. WOODS	514.80	10 MAY 96	PAYROLL
005468	00734	LEANNE YORK	825.49	10 MAY 96	PAYROLL
005469	00766	MARLENE BEEDLE	402.82	24 MAY 96	PAYROLL
005470	00777	YVONNE J. BEEVER	768.43	24 MAY 96	PAYROLL
005471	00783	BELSTRA, COURTNEY B.	75.19	24 MAY 96	PAYROLL
005472	00780	AMY A. BROWN	37.60	24 MAY 96	PAYROLL
005473	00758	GLENDA BROWN	556.65	24 MAY 96	PAYROLL
005474	00781	REBECCA S. CARDEN	504.18	24 MAY 96	PAYROLL
005475	00762	RENEE CARR	388.38	24 MAY 96	PAYROLL
005476	00787	VALERIE A. COLVIN	11.86	24 MAY 96	PAYROLL
005477	00761	LYNN DAUGHERTY	1102.44	24 MAY 96	PAYROLL
005478	00765	JULIE EISELE	459.36	24 MAY 96	PAYROLL
005479	00752	CHARLOTTE FAGEN	654.09	24 MAY 96	PAYROLL

REGISTER OF CLAIMS
----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET
RENSSELAER, IN 47978-2447

PAGE 2

30 May 96

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005480	00786	STEPHANIE D. FILSON	300.40	24 MAY 96	PAYROLL
005481	00774	MOLLY A. GATLIN	108.27	24 MAY 96	PAYROLL
005482	00784	HEEKE, MICHELLE M.	795.98	24 MAY 96	PAYROLL
005483	00778	HEATHER A. HOPP	67.80	24 MAY 96	PAYROLL
005484	00764	ROSE E. HOWARD	554.90	24 MAY 96	PAYROLL
005485	00767	GAIL M. JUNG	645.90	24 MAY 96	PAYROLL
005486	00776	ANGELA M. KARCH	96.59	24 MAY 96	PAYROLL
005487	00759	DIANA KOOS	399.80	24 MAY 96	PAYROLL
005488	00755	JOAN KOPANDA	383.13	24 MAY 96	PAYROLL
005489	00756	KROS, DIANE	541.03	1	PAYROLL
005490	00769	SHARON K. LEWIS	101.77	24 MAY 96	PAYROLL
005491	00785	DIANE M. OPOLSKI	307.21	24 MAY 96	PAYROLL
005492	00757	BONNIE POWELL	403.47	24 MAY 96	PAYROLL
005493	00779	ANNETTE M. PRATT	154.21	24 MAY 96	PAYROLL
005494	00782	LISA RUSHER	346.45	24 MAY 96	PAYROLL
005495	00753	SHARON SCHULENBERG	520.93	24 MAY 96	PAYROLL
005496	00760	EILEEN SPURGEON	30.43	24 MAY 96	PAYROLL
005497	00770	LYNN M. STALBAUM	92.35	24 MAY 96	PAYROLL
005499	00772	JACK STANDISH	313.97	24 MAY 96	PAYROLL
005500	00754	JILL TACHTIRIS	556.37	24 MAY 96	PAYROLL
005501	00775	ELAINE WALING	107.38	24 MAY 96	PAYROLL
005502	00768	WEBSTER, RACHAEL D.	216.79	24 MAY 96	PAYROLL
005503	00763	WHITED, AMBER	286.57	24 MAY 96	PAYROLL
005504	00773	MARGARET M. WOODS	514.80	24 MAY 96	PAYROLL
005505	00771	LEANNE YORK	825.49	24 MAY 96	PAYROLL
014805	00616	A.E. BOYCE CO., INC.	351.06	13 MAY 96	PAYROLL CHECKS
014806	00617	AFFORDABLE COMMUNICATIONS	120.00	13 MAY 96	RENS-TELEPHONE REPLACEMENT/R
014807	00618	AMBER WHITED	5.50	13 MAY 96	MILEAGE
014808	00619	AVC CORPORATION	94.00	13 MAY 96	SERVICE CONTRACT- FIN.COMPUT
014809	00620	BAKER & TAYLOR	5232.26	13 MAY 96	BOOKS, VIDEOS, GIFT BOOKS
014810	00621	BAKER & TAYLOR BOOKS	245.58	13 MAY 96	CONTINUATIONS-BOOKS
014811	00622	BAKER & TAYLOR ENTERTAINMENT	133.86	13 MAY 96	VIDEOS
014812	00623	BETTER CONTAINERS MFG. CO. I	166.44	13 MAY 96	LOVE MY LIBRARY BOOK BAGS
014813	00624	BETTY A. HUFF (PAS-TIME BOO	1542.77	13 MAY 96	BOOKS, VIDEOS
014814	00625	BLACK MAGAZINE AGENCY	9698.13	13 MAY 96	ANNUAL MAGAZINE SUBSCRIPTION
014815	00626	BOY SCOUTS OF AMERICA	179.50	13 MAY 96	GIFT BOOKS
014816	00627	BEN FRANKLIN	75.49	13 MAY 96	VIDEOS & CHILDREN CRAFT/PROG
014817	00628	BROWN'S GARDEN SHOPPE	295.00	13 MAY 96	RE-SEEDED FRONT LAWN-RENS.LI
014818	00629	CD ONE STOP	89.03	13 MAY 96	CDs
014819	00630	CENTRAL STATES SALES CORPORA	98.26	13 MAY 96	PROJECTOR BULBS/SM.CEIL. SPO
014820	00631	CHARLOTTE FAGEN	176.50	13 MAY 96	MILEAGE, CRAFT BOOKS, SUMMER R
014821	00632	CHERYL KAPER	225.00	13 MAY 96	SPEAKER/STAFF DEVELOPMENT DA
014822	00633	CHILD'S WORLD	722.25	13 MAY 96	CHILDREN BOOKS
014823	00634	CITY PRODUCTIONS DEPT.201	248.85	13 MAY 96	VIDEOS
014824	00635	COAST TO COAST	9.96	13 MAY 96	GUTTER DAP, YARD MATERIALS
014825	00636	CONSOLIDATED INSURANCE AGENC	7515.00	13 MAY 96	ANNUAL BUILDING INSURANCE PO
014826	00637	CURRENT LEADERS PUBLISHING C	59.00	13 MAY 96	BOOK
014827	00638	CUSTOM LAWN CARE	179.00	13 MAY 96	APRIL LAWN CARE-RENS

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 30 May 96

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014828	00639	DELPHI PUBLIC LIBRARY	321.61	13 MAY 96	PLA CONFERENCE LODGING/CO-SH
014829	00640	DEMCO	323.32	13 MAY 96	AUDIO CASSETTE ALBUMS,BROWSE
014830	00641	DIANA KOOY	16.50	13 MAY 96	MILEAGE
014831	00642	DIANE OPOLSKI	16.50	13 MAY 96	MILEAGE
014832	00643	DUMAS & MORIARTY	337.50	13 MAY 96	LEGAL SERVICES-MARCH
014833	00644	EBSCO SUBSCRIPTION SERVICES	2.17	13 MAY 96	SUBSCRIPTION RATE INCREASE
014834	00645	EDUCATORS PROGRESS SERVICE,	42.90	13 MAY 96	BOOK
014835	00646	FACTS ON FILE NEWS SERVICES	77.04	13 MAY 96	BOOKS
014836	00647	FASE'S	350.00	13 MAY 96	13" TV & VCR-RENS. SATELLITE
014837	00648	FASE'S	43.75	13 MAY 96	REDOUT FOR WATER SOFTNER-DEM
014838	00649	FILIP INC.	29.88	13 MAY 96	ODOR ELIMINATOR
014839	00650	GAIL JUNG	16.00	13 MAY 96	MILEAGE
014840	00651	GAIL JUNG	31.88	13 MAY 96	PETTY CASH-RENS. LIBRARY
014841	00652	GAYLORD BROS.	140.90	13 MAY 96	CASSETTE ALBUMS
014842	00653	GROLIER PUBLISHING COMPANY	13.93	13 MAY 96	BOOKS
014843	00654	H. W. WILSON COMPANY	210.00	13 MAY 96	READER'S GUIDE-WHEATFIELD SU
014844	00655	HAMSTRA BUILDERS, INC.	120.75	13 MAY 96	CHECKED FOR SEWER ODOR-WH.LI
014845	00656	HANSEN'S SNOW REMOVAL	335.00	13 MAY 96	SNOW REMOVAL-MARCH
014846	00657	HERITAGE OFFICE PRODUCTS, IN	17.69	13 MAY 96	LABELS,TYPE RIBBONS, PLAQUE
014847	00658	HIGHSMITH CO. INC.	84.00	13 MAY 96	MAGAZINE BINDERS-RENS.
014848	00659	HP PRODUCTS CORP.	372.55	13 MAY 96	PAPER TOWELS,M-FOLDS,KLEENEX
014849	00660	INCOLSA	200.00	13 MAY 96	MTNCE WORKSHOP-YORK,HEEKE & INTERNET/REFERENCE QUESTIONS BROWN,WHITED,TACHTIRIS
014850	00661	INDEPENDENT COPIER REPAIR	75.00	13 MAY 96	FAX REPAIRS-DEMOTTE LIB.
014851	00662	INDIANA UNIVERSITY	95.00	13 MAY 96	IMPLEMENT/MANAGE INTERNET-YO
014852	00663	INFORMATION PLUS	413.10	13 MAY 96	BOOKS
014853	00664	INFORMATION/REFERENCE GROUP	651.08	13 MAY 96	ENCY/ASSOC.& COUNTRIES/WORLD
014854	00665	JOURNAL AND COURIER	60.00	13 MAY 96	24 WK.SUBSCRIPTION-RENS.
014855	00666	JULIE EISELE	57.62	13 MAY 96	MILEAGE & ILF CONF.
014856	00667	KORELLIS ROOFING	160.00	13 MAY 96	ROOF LEAK REPAIRS-DEMOTTE LI
014857	00668	KOLORTECH, INC.	228.30	13 MAY 96	FLUORESCENT BULBS
014858	00669	KRYSTAL KLEAR	188.57	13 MAY 96	FURNACE FILTERS
014859	00670	LDDS WORLDCOM	848.51	13 MAY 96	DATA LINES & LONG DISTANCE C
014860	00671	LISA RUSHER	8.92	13 MAY 96	PARKING/ILF CONF.
014861	00672	LYNN DAUGHERTY	97.50	13 MAY 96	MILEAGE, BOOK, ILF CONF.,OFF
014862	00673	MANPOWER	113.40	13 MAY 96	TEMPORARY-ASST.BOOKKEEPER/DA
014863	00674	MARGE HOHNER	13.00	13 MAY 96	MILEAGE-APRIL BOARD MTG.
014864	00675	MARLENE BEEDLE	72.69	13 MAY 96	MILEAGE & ILF CONFERENCE
014865	00676	MARSHALL CAVENDISH CORPORATI	20.09	13 MAY 96	BOOK
014866	00677	MICHELLE HEEKE	73.30	13 MAY 96	MILEAGE & ILF CONF./STAFF DE
014867	00678	MICROMARKETING ASSOCIATES	121.10	13 MAY 96	VIDEOS
014868	00679	MILLBROOK PRESS	259.60	13 MAY 96	BOOKS
014869	00680	MONTGOMERY KONE,INC.	966.00	13 MAY 96	ELEVATOR REPAIRS
014870	00681	MOYER BOOK SALES	277.94	13 MAY 96	BOOKS
014871	00682	PHILIP N. HOWARD	65.00	13 MAY 96	LAWN/YARD WORK & SNOW REMOVA
014872	00683	POSTMASTER GENERAL	878.00	13 MAY 96	STAMPS: 19cent-200;50cent-20 32cent-2000; \$1-100

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

30 May 96

PAGE 4

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014873	00684	QUILL	410.84	13 MAY 96	ENVELOPES,TAPE,RIBBONS,LEGAL
014874	00685	RECORDED BOOKS INC.	343.40	13 MAY 96	BOOKS ON TAPE
014875	00686	REGENT BOOK CO., INC.	10.82	13 MAY 96	BOOK
014876	00687	RENSSELAER LUMBER CO.	8.75	13 MAY 96	WOODEN SLATS/LAWN CARE
014877	00688	RENSSELAER REPUBLICAN	67.64	13 MAY 96	Y.S.SPECIALIST AD-RENS.
014878	00689	ROHAN SERVICE AGENCY OF SO.B	143.75	13 MAY 96	AIR CONDITIONER ADJUSTMENTS-
014879	00690	SCHOLASTIC INC.	49.85	13 MAY 96	2 YR. SUBSC/EARLY CHILDHOOD
014880	00691	SECURITY COURIERS CORP.	894.00	13 MAY 96	TRANSPORT SERVICE-4/5 TO 5/3
014881	00692	SELECTVIDEO	420.80	13 MAY 96	VIDEOS
014882	00693	SIGHT & SOUND VIDEO	144.70	13 MAY 96	VIDEOS
014883	00694	SUNSET PRODUCTIONS, INC.	8.72	13 MAY 96	VIDEO
014884	00695	TEETERS CULLIGAN	34.70	13 MAY 96	WATER & COOLER RENTAL-WH
014885	00696	EMRO/ THERMOGAS COMPANY	459.00	13 MAY 96	REFRIGERATOR FOR STAFF LOUNG
014886	00697	TIME-LIFE EDUCATION	46.47	13 MAY 96	BOOKS
014887	00698	TOYS "R" US	141.80	13 MAY 96	SUMMER READING PRIZES
014888	00699	TYSEN'S COUNTRY GROCERY, INC	40.94	13 MAY 96	CLEANING SUPPLIES
014889	00700	UNIVERSITY MICROFILMS INTERN	53.57	13 MAY 96	RENS.REPUBLICAN MICROFILMING
014890	00701	VIKING OFFICE PRODUCTS	259.24	13 MAY 96	FOLDERS,DYMO TAPE,LABELS,TRA
014891	00702	VIRGINIA VIS	201.50	13 MAY 96	SUBSTITUTE JANITOR
014892	00703	WAL-MART STORES, INC.	136.97	13 MAY 96	VIDEOS,POSTERS,CRAFT ITEMS,C
014893	00704	WILCO PICK & SAVE	31.02	13 MAY 96	PROG.SUP:ADULT,STAFF WKSHP.,
014894	00705	WILLIAM A. DOWELL	48.00	13 MAY 96	INDIANA FLAGS
014895	00706	YVONNE BEEVER	123.85	13 MAY 96	ILF CONF., MILEAGE, SWITCHBO
014896	00707	BANK ONE	4775.25	10 MAY 96	FICA & FED TAXES WITHHELD 10
014897	00708	INDIANA DEFERRED COMPENSATIO	262.67	10 MAY 96	WITHHELD FROM PAYROLL 10 MAY
					DAUGHERTY,KOPANDA,KOORY,SCHUL
014898	00709	NETNITCO	67.50	10 MAY 96	INTERNET ACCESS
014899	00710	NIPSCO	2814.15	10 MAY 96	UTILITIES-DEMOTTE-3/18 TO 4/
014900	00711	NORTHWESTERN INDIANA TELEPHO	142.86	10 MAY 96	DEMOTTE-TELEPHONE-MAY
014901	00712	TOWN OF DEMOTTE	40.72	10 MAY 96	SEWER SERVICE-MARCH
014902	00713	TOWN OF WHEATFIELD SEWER WOR	41.05	10 MAY 96	SEWER SERVICE-MAY 1996-WHEAT
014903	00714	UNITED TELEPHONE COMPANY	654.75	10 MAY 96	RENSSELAER TELEPHONES-MAY 19
014904	00788	BANK ONE	4588.36	24 MAY 96	FICA,FEDERAL TAX WITHHELD 24
014905	00789	INDIANA DEFERRED COMPENSATIO	269.60	24 MAY 96	WITHHELD FROM PAYROLL 24 MAY
					DAUGHERTY,KOORY,KOPANDA,SCHUL
014906	00790	INDIANA DEPARTMENT OF REVENU	1590.81	24 MAY 96	STATE,COUNTY TAX WITHHELD24
014907	00791	CITY OF RENSSELAER	2157.24	24 MAY 96	ELECTRIC,GAS,SEWER,TRASH,WAT
014908	00792	INCOLSA	15.00	24 MAY 96	FICTION,FANTASY,FUN WORKSHOP
014909	00793	MICHIGAN CITY PUBLIC LIBRARY	48.00	24 MAY 96	NILBA DINNER-DAUGHERTY,EGAN,
014910	00794	NIPSCO	439.92	24 MAY 96	WHEATFIELD UTIITIES 4-11 TO
014911	00795	UNITED TELEPHONE COMPANY	117.37	24 MAY 96	WHEATFIELD TELEPHONE-MAY 96

--TOTAL AMOUNT OF CLAIMS-- 86260.88

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 86260.88. Dated 10 JUN 96.

_____	_____
_____	_____
_____	_____
_____	_____

MAY 31, 1996

[illegible]

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 04 Jun 96

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014912	00796	4-COUNTY SUPPLY	27.00	10 JUN 96	WATER CLOSET REPAIR KIT
014913	00797	ACORDIA PERSONAL BENEFITS, I	1089.50	10 JUN 96	QTLY PREMIUM-BEEVER, HEEKE,
014914	00798	ALAN D. SHULTZ	20.00	10 JUN 96	"FAMILY HISTORIES" PROGRAM-
014915	00799	AMERICAN BUSINESS DIRECTORIE	322.00	10 JUN 96	1996/97 DIRECTORY
014916	00800	ANNE-MARIE EGAN	19.50	10 JUN 96	MILEAGE
014917	00801	AVC CORPORATION	94.00	10 JUN 96	SERVICE AGREEMENT-FIN.COMPUT
014918	00802	BAKER & TAYLOR	2997.84	10 JUN 96	BOOKS,A-V
014919	00803	BAKER & TAYLOR BOOKS	223.44	10 JUN 96	CONTINUATIONS-BOOKS
014920	00804	BEN FRANKLIN	17.52	10 JUN 96	CRAFT SUPPLIES-D&R
014921	00805	BETTY A. HUFF (PAS-TIME BOO	876.56	10 JUN 96	BOOKS, A-V
014922	00806	BLACK MAGAZINE AGENCY	19.95	10 JUN 96	MAGAZINE SUBSCRIPTION-WH
014923	00807	CAMPBELL PRINTING COMPANY	204.00	10 JUN 96	LETTERHEAD STATIONERY & ENVE
014924	00808	CD ONE STOP	215.03	10 JUN 96	CD's
014925	00809	CHARLOTTE FAGEN	21.00	10 JUN 96	MILEAGE
014926	00810	CHICAGO TRIBUNE	104.22	10 JUN 96	NEWSPAPER SUBSCRIPTION
014927	00811	COLUMBIA PARK ZOO	250.00	10 JUN 96	SPEAKER-SUMMER READING PROG-
014928	00812	COURTHOUSE CENTENNIAL COMMIT	120.00	10 JUN 96	BOOKS
014929	00813	CUSTOM LAWN CARE	380.00	10 JUN 96	LAWN CARE-MAY-RENS.
014930	00814	DEMOTTE OFFICE SUPPLY	7.37	10 JUN 96	LABELS
014931	00815	DIANE OPOLSKI	5.50	10 JUN 96	MILEAGE
014932	00816	DEMCO	180.05	10 JUN 96	ORDER SLIPS,BK.POCKETS,LABEL
014933	00817	EDUCATORS PROGRESS SERVICE,	42.90	10 JUN 96	BOOKS
014934	00818	ELAINE WALING	11.00	10 JUN 96	MILEAGE
014935	00819	FOSTER BROWN	300.00	10 JUN 96	GUEST SPEAKER-SUMMER READING
014936	00820	GAIL JUNG	72.88	10 JUN 96	MILEAGE/PROF. MTG's
014937	00821	GOODWIN FIRE EQUIPMENT	26.00	10 JUN 96	FIRE EXTINGUISHER INSPECT.SE
014938	00822	GPN	54.90	10 JUN 96	VIDEOCASSETTE
014939	00823	GROLIER PUBLISHING COMPANY	63.56	10 JUN 96	BOOKS
014940	00824	HP PRODUCTS CORP.	305.81	10 JUN 96	VACUUM HOSE,M-FOLDS,CARPET C
014941	00825	INDIANA BASKETBALL HALL OF F	20.00	10 JUN 96	MAGAZINE SUBSCRIPTION
014942	00826	INFORMATION/REFERENCE GROUP	352.15	10 JUN 96	BOOKS
014943	00827	KANKAKEE VALLEY POST NEWS	16.00	10 JUN 96	CLASSIFIED AD-PAGE-WH.
014944	00828	KRYSTAL KLEAR	72.50	10 JUN 96	AIR FILTERS
014945	00829	LDOS WORLDCOM	857.76	10 JUN 96	DATA LINES & LONG DISTANCE C
014946	00830	LYNN DAUGHERTY	205.95	10 JUN 96	MILEAGE,PROF. MTG, LIB.SUPPL
014947	00831	MANPOWER	102.90	10 JUN 96	ASST.BOOKKEEPER-DATA ENTRY T
014948	00832	MANUFACTURERS' NEWS, INC.	113.95	10 JUN 96	DIRECTORY
014949	00833	MARSHALL CAVENDISH CORPORATI	82.36	10 JUN 96	BOOKS
014950	00834	MICHELLE HEEKE	42.00	10 JUN 96	MILEAGE
014951	00835	MIDWEST MICRO PERIPHERALS	7558.53	10 JUN 96	COMPUTERS/PRINTERS
014952	00836	MONTGOMERY KONE,INC.	343.60	10 JUN 96	ELEVATOR REPAIRS
014953	00837	NATHAN KOBY	10.00	10 JUN 96	GUTTER CLEANING-WH.
014954	00838	NETNITCO	67.50	10 JUN 96	INTERNET ACCESS-JUNE
014955	00839	NIPSCO	2659.96	10 JUN 96	UTILITIES-4/17 TO 5/17-DEMOT
014956	00840	NORTHWESTERN INDIANA TELEPHO	144.45	10 JUN 96	TELEPHONE-DEMOTTE
014957	00841	POST TRIBUNE	156.00	10 JUN 96	NEWSPAPER SUBSC-WH.
014958	00843	QUILL	845.25	10 JUN 96	COMP/TYPE RIBBONS,COPY/COMP.
014959	00844	REGENT BOOK CO., INC.	20.37	10 JUN 96	BOOKS

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 04 Jun 96

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation	
014960	00845	RENSSELAER REPUBLICAN	208.40	10 JUN 96	SUBSCRIPT.,CLASSIFIED ADS-R&	
014961	00846	ROBERT SOUZA	55.00	10 JUN 96	MILEAGE-ILF CONF.	
014962	00847	ROHAN SERVICE AGENCY OF SO.B	372.00	10 JUN 96	A.C. REPAIRS-RENS.	
014963	00848	RUNYAN ROOFING, INC.	308.00	10 JUN 96	ROOF REPAIRS-R&W.	
014964	00849	SAINT JOSEPH COLLEGE	151.95	10 JUN 96	WORK STUDY/SECOND SEM.-SANDR	
014965	00850	SECURITY COURIERS CORP.	679.44	10 JUN 96	TRANSPORT SERVICE-MAY	
014966	00851	STEWART'S/MBP	94.50	10 JUN 96	REPAIRS TO CREDENZA-WH.	
014967	00852	T.C.& M., INC.	435.79	10 JUN 96	FLAGLIGHT & EXTERIOR LIGHT R	
014968	00853	THOMAS T. BEELER, PUBLISHER	27.19	10 JUN 96	BOOK	
014969	00854	THRASHER	10.00	10 JUN 96	MAG.SUBSCRIPTION-DEM.	
014970	00855	THE TIMES	174.20	10 JUN 96	WH. ANNUAL NEWSPAPER SUBSCRI	
014971	00856	TIMESTEP PLAYERS	146.25	10 JUN 96	WHEATF.SUMMER READING PROG.S	
014972	00857	TOWN & COUNTRY PAVING	1800.00	10 JUN 96	SEALING PARK.LOT-RENS.	
014973	00858	TOWN OF DEMOTTE	40.72	10 JUN 96	SEWER SERVICE-APRIL 1996	
014974	00859	TOWN OF WHEATFIELD SEWER WOR	41.05	10 JUN 96	SEWER SERVICE-WHEATF.-JUNE 1	
014975	00860	TREASURER OF THE STATE OF IN	12.00	10 JUN 96	ROSTER OF STATE/LOCAL OFFICI	
014976	00861	UNITED SUPPLY CO. INC.	82.50	10 JUN 96	CONSTRUCTION PAPER/SUPPLIES-	
014977	00862	UNITED TELEPHONE COMPANY	41.23	10 JUN 96	TELEPHONE-MAY-WHEATFIELD	
014978	00863	UPSTART	77.23	10 JUN 96	POSTERS/BOOKMARKS-SUMMER REA	
014979	00864	VHPS	149.07	10 JUN 96	BOOKS	
014980	00865	VIKING OFFICE PRODUCTS	256.96	10 JUN 96	COPY PAPER, COMP.RIBBONS	
014981	00866	WAL-MART STORES, INC.	320.78	10 JUN 96	VIDEOS,CH.SUMMER READ. PROG.	
instr. und	014982	00867	INFRARED SPECIALITIES, INC.	400.00	10 JUN 96	SCAN/VIDEO OF DEMOTTE LIB.

--TOTAL AMOUNT OF CLAIMS-- 27627.02

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 27627.02. Dated 10 JUN 96.

_____	_____
_____	_____
_____	_____
_____	_____

JUL

AGENDA

Jasper County Public Library Board of Trustees

Monday, ~~June 18~~ July 18, 7:00 PM

Rensselaer Library

Purpose

Opening of meeting

- A. New Board member recognition
- B. Moment of silence
- C. Additional appropriation hearing (R 27)
- D. Approval of agenda format

Action

Approval of Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. Salary ordinance update(R 3)
- D. Policy Review (R 5 - R 12)
- E. Workshop attendance (R 27)

General Business

- A. Rensselaer Library: Report
- B. Building problem update (R 28, R 31-R37)
- C. Budget (R 15-R 25)
- D. Additional Appropriation Resolution (R 13, R 28)
- E. Technology Grant application (R 29)

Information

Action

Action

Action

Action

Director's Report (R 27 - R 30)

Information

Items for future Agendas

Public Forum

Adjournment

Minutes.....June 10, 1996
Jasper County Public Library Board of Trustees Meeting.....7:00 PM
Rensselaer Library

Present: R. Souza, A-M Egan, M. Duggleby, M. Hohner, M.L. Casey, L. Daugherty
Absent: W. Doty, B. Leestma

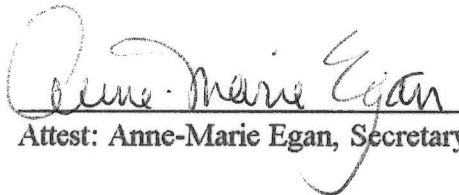
1. **AGENDA:** The Agenda format was approved on a motion by M. Hohner, seconded by A-M Egan.
2. **CONSENT AGENDA:** M. Duggleby moved to approve the Consent Agenda which included the May Minutes, Bills/Financial Reports, Salary Ordinance update, and policies as recommended by the Policy Committee: Public Forum Policy, with changes to the Reciprocal Borrowing Policy, Study Room Use Policy, Sexual Harrassment Policy, Food Tobacco and Alcohol Policy and Personnel Policy, and the Public Notice for the Additional Appropriation. A-M Egan seconded the motion. Motion passed.
3. **BUILDING PROBLEM UPDATE:** L. Daugherty reported little progress since the last board meeting. M.L. Casey moved that we request in writing from Mr. Kim Rothenberger of Ratio Architects, copies of reports of work completed with detailed documentation of dates of work performed and tests run with location and results noted, etc., in order to determine whether sufficient action is being exercised toward problem resolution; and to provide this information within the next 5 business days of receipt of our letter. A copy of our letter will also be sent to our attorney. Motion was seconded by A-M Egan. Vote was unanimous.
4. **TECHNOLOGY GRANT:** The Board approved a motion by A-M Egan, seconded by M. Hohner, to proceed with obtaining estimates for a quality CD ROM networking system, with the possibility of using up to \$15,000 of LIRF money toward this goal should the need arise. Motion carried 5-0.
5. **CONTINUING EDUCATION:** The board voiced their support for continuing education for credit and requested L. Daugherty draft a letter emphasizing our support and citing that more locations are needed throughout the state which offer courses leading to an MLS degree.
6. **PERSONNEL MATTERS:** A-M Egan moved, seconded by M.L. Casey, to give 12 days paid vacation to Jack Standish in 1996 because of extenuating circumstances regarding salary increases since his employment. All were in favor.
7. **SIGN LANGUAGE WORKSHOP:** As approved at the April 8th meeting M/M Oatis will be conducting the Sign Language workshop at the Rensselaer Library for six consecutive Monday evenings beginning September 9th. Participants will be charged \$35.00 for the course and book. An additional family member sharing the same book will

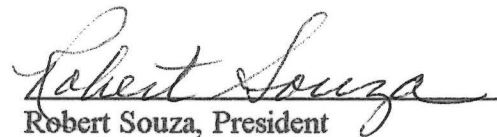
be charged \$10.00 for the course only. Class size is limited to 25. Library costs would not exceed \$500.

8. MEETING ROOM USE POLICY: Problems are being encountered with reserving Rensselaer's Meeting Room but before new changes to policy are made, Rensselaer staff shall keep a log of unfilled requests due to a prior Meeting Room reservation. The Storytime Room may be considered as an alternative meeting site when it does not conflict with library programming needs and when the room will be vacated by closing time.

R. Souza presented M. Hohner, who will resign at the end of June, with a gift in appreciation of her 8 years of service on the JCPL Board of Directors.

The meeting adjourned on a motion by M. Hohner, seconded by M.L. Casey at 8:00 PM.


Attest: Anne-Marie Egan, Secretary Pro-tem


Robert Souza, President

Salary Ordinance 1996

Rev. 7/96

Name	Classification	Present Hrly Wage	Hrs Worked	Library	
Day, Lynda	Lib. Asst. 2	\$6.17	40	R	Raise 1/1/97

Lynda Day (Lyn) will take Sharon Phillips place as Library Assistant 2 at Rensselaer.

Robert G.
Mary S. Degeleby
William D. Doty
Natuck C. Hawke

Reine-Marie Egan

MEMORANDUM

Policies for Consideration in July:

Public Records Policy
Public Relations and Public Information Policy
Circulation Policy

The Policy Committee is recommending no changes to the Public Records Policy or to the Public Relations and Public Information Policy.

They further recommend the adoption of a new Circulation Policy. It contains decisions which have been made by the board over the years, but which have never been placed into a formal policy.

Vote: To approve the Public Records Policy, the Public Relations and Public Information Policy and the Circulation Policy as presented by the Policy Committee.

Circulation Policy

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card.

Persons who live, work or own property in the JCPL library district, which includes all Jasper County except for Carpenter Township/Remington, are eligible for free Jasper County Public Library cards.

Persons living outside the JCPL district may apply for a free, restricted JCPL card as a Reciprocal Borrower upon showing a valid resident library card from a library which participates in the Reciprocal Borrowing Program

The signature of a parent or legal guardian is required before a borrower's card can be issued to any child under the age of 14.

An annual fee of \$35 is assessed for out-of-county residents who do not own property or work in Jasper County, but wish to have full library privileges. This fee is the same for children and adults, and is NOT waived for Senior Citizens.

A corporation existing within the JCPL district may obtain a card for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card.

Library Hours

DeMotte: Mon, Th: 9 AM - 8 PM
Tues, Wed: 9 AM - 6 PM
Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Wheatfield: Mon, Wed - Sat: 9:30 AM - 5:30 PM
Tues: 9:30 AM - 8 PM

Loan Periods

Videocassettes :	2 days
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
Computer software:	in house use only
VCR:	in house use only

All materials except videocassettes may be renewed for one additional loan period. If an item is on reserve for another patron, or on short term loan for a period of time, it may not be renewed.

Books may be borrowed for an extended loan period of 6 weeks by special arrangement.

Videos for classroom use may be checked out by teachers for a one week loan period.

Loan Limits

Videocassettes: 2 cassettes per adult card. Only persons 18 years of age and older may borrow videocassettes.

Short term loan materials: On some occasions, materials are put on short term loan so that all students in a class have access to the resources.

All other materials: Unlimited loan

Reciprocal borrowers and PLAC users may borrow only books and magazines.

Fines and Fees

<u>Overdue materials:</u>	Adult Items:	\$.10 per day per item
	Children's room items	\$.05 per day per item
	Videocassettes:	\$1.00 per day per tape
	Vertical file:	\$.10 per vertical file heading per day (up to \$1.00 per heading)
<u>Audiovisual Equipment Loans:</u>		\$2.00 per day
		\$10.00 deposit refunded when material is returned undamaged

Fines and fees, continued

<u>Lost or damaged pamphlets:</u>	\$1.00 per item plus \$1.00 processing fee
<u>Other lost or damaged materials:</u>	Original cost of the item plus a \$3.00 processing fee.

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

\$10.00	all hardback books, videos, CD's and audiocassettes
5.00	all nonfiction paperbacks
3.00	all fiction paperbacks
2.00	all magazines
1.00	all vertical file items, newspapers, college catalogs

Lost or damaged borrower's card: \$2.00

Other Circulation Services

Reserve materials: All circulating materials may be reserved by patrons with the exception of videos. Videos will only be reserved for teachers using them in educational settings and for groups needing a video which has been cleared for public performance for a particular date

Walking books program: Library staff or volunteers will bring books and other library materials to shut-ins who are unable to visit the library.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL district.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary.

A collection of talking books and the equipment with which to use them is available for patrons.

Draft: June 1996

PUBLIC RELATIONS & PUBLIC INFORMATION POLICY

Recognizing our responsibility to encourage all Jasper County citizens to make effective and maximum use of the library's services and resources , the JCPL Board of Trustees adopts the following policy.

The Library will actively promote community awareness of library services. It will take such actions as are necessary to stimulate public interest in and usage of the library. The Library will work to improve public understanding and support of JCPL and its role in the community.

Approved 7/94; reviewed 7/95

PUBLIC RECORDS POLICY

Access to public records is governed by IC 5-14-3 which states that "all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees."

The following public records are exempted from the disclosure requirements upon approval of this policy by the JCPL Board of Trustees as provided for in IC 5-14-3.

1. Personnel files of library employees and files of applicants for employment except for:
 - 1.1 The name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the library;
 - 1.2 Information relating to the status of any formal charges against the employee; and
 - 1.3 Information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged.

However, all personnel file information shall be made available to the affected employee or his/her representative. General personnel information on all employees or groups of employees, without individual names, may not be excepted from disclosure.

2. Administrative or technical information that would jeopardize a recordkeeping or security system.
3. Computer programs, computer codes, computer filing systems, and other software that are owned by the library or entrusted to it.
4. Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-1.5-6.
5. The identity of a donor of a gift made to the library if the donor requires nondisclosure of his/her identity as a condition of making the gift or after the gift is made, the donor or a member of the donor's family requests nondisclosure.

6. Library records which can be used to identify any library patron. Circulation records or other records identifying the names of library users with specific materials are for the sole purposes of protecting public property and compiling statistical information. Such records shall not be used either directly or indirectly to otherwise identify the types of materials used by individual patrons.

Such records shall not be made available to any agency, group or individual except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory powers.

Upon receipt of such process, order, or subpoena, the Library Director will consult with legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause of its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, the Director will insist that such defects be cured.

Any costs incurred, as a result of such order, in a search through patron records, shall be borne by the agency, group or individual demanding the search.

7. Records deposited with, or acquired by, the Library upon a condition that the records be disclosed only:
 - 7.1 To qualified researchers.
 - 7.2 After the passing of a period of years that is specified in the documents under which the deposit or acquisition is made or
 - 7.3 After the death of persons specified at the time of the acquisition or deposit.

Approved 7/94; reviewed 7/95

ADDITIONAL APPROPRIATION RESOLUTION/ORDINANCE

Whereas, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget; now, therefore:

Sec. 1. Be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, that for the expenses of the taxing unit the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same:

	<u>Amount Requested</u>	<u>Amount Appropriated</u>
Fund Name: State Technology Grant Account Number 176	\$38,000	\$38,000

Adopted this 8th day of July, 1996.

NAY

AYE

ATTEST:

Barbara Lestura
Secretary of Library Board

**NOTICE TO
TAXPAYERS OF
PROPOSED
ADDITIONAL
APPROPRIATIONS**

Notice is hereby given the taxpayers of the Jasper County Public Library, Jasper County, Indiana that the proper legal officers of the Jasper County Public Library at their regular meeting place at the Rensselaer Library, at 7:00 o'clock p.m., on the 8th day of July, 1996, will consider the following additional appropriation for the Indiana Technology Grant Fund.

Fund Name:
INDIANA TECHNOLOGY
FUND.....\$38,000

TOTAL for
INDIANA TECHNOLOGY
FUND.....\$38,000

Taxpayers appearing
at the meeting shall
have a right to be heard.

ROBERT SOUZA,
President of the
Library Board
BARBARA LEESTMA,
Secretary of the
Library Board

RR j 20.
P-N j 20.

PUBLISHER'S AFFIDAVIT

State of Indiana) ss
Jasper County.)

Personally appeared before me, a notary public in and for said county and state, the undersigned

Nancy L. Critser who,
being duly sworn upon (his) (her) oath, says that he is a Clerk for the
Kankakee Valley Post-News, a weekly newspaper of general circulation printed and published in the English language
in the town of DeMotte in state and county aforesaid, and that the printed matter attached hereto is a true copy,
which was duly published in said paper for 1 time _____, the dates of publication being as
follows:

June 20 1996 and _____ 19_____
_____ 19_____ and _____ 19_____

Nancy L. Critser
Subscribed and sworn to before me this 20 day of June, 1996
Gisa Myers
Notary Public

My commission expires Jan. 23 192000

CERTIFIED COPY OF ADDITIONAL APPROPRIATION

COUNTY NAME: Jasper

UNIT NAME: Jasper County Public Library

Date of Publication _____ Newspaper _____

Date of Publication _____ Newspaper _____

Date of Public Hearing: _____

Date of Resolution/Ordinance June 10, 1996 July 8, 1996

STB USE ONLY

COUNTY NO: _____

UNIT NO: _____

DATE FILED: _____

ORDER NUMBER: _____

Complete for each fund from which additional appropriations are made. Use separate column for each fund.
Lines referred to below are on 16-line computer statement from STB budget hearing.

FUND NUMBER:	176			
FUND NAME:	STATE TECHNOLOGY GRANT			
APPROPRIATION REQUEST:	\$ 38,000			
AMOUNT BY REDUCTION:				
AMOUNT BY SURPLUS:				
1. Property Tax Levy (Line 16)				
Levy Excess applied (Line 15)				
3. PTRC from Cagit (Line 13)				
4. Misc. Revenue Estimate (Line 8B) (If higher than 8B, revised Form 2 must be attached)	\$ 38,000			
5. January 1 Cash Balance including investments				
6. Total Funds Available (1+2+3+4+5)	\$ 38,000			
7. Original Budget	\$ 38,000			
8. Encumbered Appropriations	0			
9. Total Beginning Appropriations (7+8)	\$ 38,000			
10. Surplus Funds (6-9)				
11. Amount appropriated since January 1st less any reductions in appropriations				
12. Surplus Funds Remaining (10-11)				

I, Wilbur Doty fiscal officer of Jasper County Public Library do hereby certify that the above
 Name Taxing Unit
 information is true and correct. Dated this 13th day of May, 1996.

Robert Souza Signature Board Treasurer Title
208 W. Susan Street Unit Address 219-866-5881 Telephone No.
Rensselaer, IN 47978-2447 City/State/Zip

ID	YEAR	CO	TYPE	KEY
(STB USE ONLY)				

TAXING UNIT

COUNTY

AMOUNT APPROPRIATED	AMOUNT BY REDUCTION	STB APPROVED	STB DENIED
------------------------	------------------------	-----------------	---------------

FUND: STATE TECHNOLOGY GRANT

DEPARTMENT: _____

100000 PERSONAL SERVICES

200000 SUPPLIES

300000 OTHER SERVICES AND CHARGES

400000 CAPITAL OUTLAY

9999 TOTAL

\$ 6,873	0		
\$ 31,127	0		
\$ 38,000	0		

FUND: _____

DEPARTMENT: _____

100000 PERSONAL SERVICES

200000 SUPPLIES

300000 OTHER SERVICES AND CHARGES

400000 CAPITAL OUTLAY

9999 TOTAL

FUND: _____

DEPARTMENT: _____

100000 PERSONAL SERVICES

200000 SUPPLIES

300000 OTHER SERVICES AND CHARGES

400000 CAPITAL OUTLAY

9999 TOTAL

FUND TOTAL:
(If departmentalized)

I, Wilbur Doty fiscal officer of Jasper County Public Library, do hereby certify that amounts appropriated on
 (Name) (Taxing Unit)
May 13, 1996 are to be apportioned to the above stated major classes.
 (Date)

 Treasurer, Jasper County Public Library Board

Signature/Title

Attach _____ copies as needed.

MEMORANDUM

1997 Budget

Summary: The Board will vote at this meeting to advertise the 1997 budget, including:

- the Bond and Interest Redemption Fund (BIRF). The amounts in this budget are set in accordance with the amounts of the bond payments due July 1, 1997, January 1, 1998 (paid in 1997) and July 1, 1998. The State Bd. of Tax Examiners recommend that we include that July 1, 1998 payment with 1997 funds in case we do not receive our June 1998 tax draw before July 1 when the payment is due. In addition we pay \$550 per year to Banc One, for administration of the bond.
- the Library Improvement Reserve Fund (LIRF). In this budget we advertise to appropriate the money which will be available in the fund in 1998
- the Library Operating Fund (not called LOF). When the Budget Committee met, they increased the amounts I recommended in some areas of this budget, based on new calculations which indicated we may not have asked for as much as we are eligible to receive. You remember that we can never receive more than we ask for, even though we are eligible to receive more. Since July 1, I again had to recalculate, based on June 30 balances, etc. The tax levy we are asking for is \$522 *less* than we asked for last year. The Board may want to add \$10,000 - \$20,000 to the materials budget. We could certainly use extra funds in that area.

Discussion: . Attached you will find the proposed 1997 budget, with comparative figures for 1994-1996 budgets. You will also find an explanation of the proposed changes approved by the Budget Committee.

The *budget* we are recommending is \$112,396 *more* than our 1996 budget. However, we are figuring the budget using 1996 miscellaneous revenue figures (rather than the lower 1995 miscellaneous revenue figures we used when *advertising* our 1996 budget) Because of this, the tax levy we are asking for is lower than we asked for last year. Last year, the *approved* tax levy was much lower than we asked for (\$551,592 rather than the advertised \$613,798), but we could fund our budget with it because our miscellaneous revenues for 1996 are higher than we expected when we figured the budget.

If that happens again--that we find out we will get more from CAGIT, excise tax, etc. than we planned for in our budget--then we will be able to fund a larger budget than the one you see before you. (If, on the other hand, they do not increase or they decrease, we will then cut the budget we are proposing.)

Next Step(s).

- To determine whether you want to put \$10,000 - \$20,000 more into the Operating Budget than is in it at the present time and to determine where you wish to place the extra funds.
- To determine if you agree with the Budget Committee's recommendation for distribution of funds in the rest of the proposed 1997 budget.
- Then to approve advertising the budget.

Vote:

1997 Budget Comparisons

	1994 Budget	1995 Adjusted Budget	1995 Disbursed	1996 Budget	1996 Disbursed to June 11	1996 Projected Expenses to Dec. 31,'96	1997 Budget	% of Total '97 budget
1 PERSONAL SERVICES								
1.1 Salaries and wages								
1.11 Salary of librarian	\$37,606	\$38,730	\$38,683	\$39,915	\$18,245	\$39,807	\$41,912	
1.12 Salary of Assistants	\$374,642	\$381,564	\$359,851	\$414,221	\$177,007	\$375,000	\$468,417	
1.13 Wages of Janitor	\$17,056	\$26,819	\$26,413	\$28,785	\$11,887	\$28,529	\$33,591	
1.2 Employee benefits								
1.21 Employer: FICA	\$32,893	\$34,141	\$32,508	\$36,943	\$15,850	\$34,000	\$41,610	
1.22 Unemployment Comp	\$1,224	\$1,240	\$2,662	\$2,789	\$1,433	\$2,700	\$3,104	
1.23 Employer: PERF	\$22,277	\$23,218	\$21,813	\$22,394	\$10,761	\$22,394	\$24,150	
1.24 Employer: Group Insur.	\$12,000	\$16,340	\$7,335	\$14,608	\$2,114	\$8,500	\$16,200	
1.3 Other personal services								
1.31 Other personal services	\$1,500	\$1,500	\$730	\$1,000	\$837	\$1,500	\$1,000	
Total Personal Services	\$499,198	\$523,552	\$489,996	\$560,655	\$238,133	\$512,430	\$629,985	53%
2 SUPPLIES								
2.1 Office supplies								
2.11 Official records	\$800	\$950	\$684	\$950	\$757	\$950	\$1,000	
2.12 Stationery/printing	\$500	\$600	\$283	\$650	\$449	\$650	\$700	
2.13 Other office supplies	\$4,500	\$4,500	\$4,096	\$4,200	\$3,215	\$4,200	\$5,200	
2.2 Operating supplies								
2.21 Cleaning/sanitation	\$5,500	\$4,000	\$3,796	\$4,500	\$1,600	\$3,491	\$4,000	
2.22 Fuel/oil/lubricants	\$20	\$20	\$4	\$20	\$2	\$4	\$20	
2.23 Other operating supplies	\$1,000	\$2,800	\$2,674	\$3,800	\$1,786	\$3,897	\$4,200	
2.3 Repair/maintenance supplies								
2.31 Building materials	\$600	\$650	\$692	\$650	\$188	\$409	\$700	
2.32 Painting supplies	\$200	\$200	\$0	\$200	\$0	\$0	\$200	
2.33 Repair parts	\$250	\$300	\$172	\$300	\$212	\$463	\$500	
2.4 Other supplies								
2.41 Library supplies	\$4,500	\$4,000	\$3,383	\$4,509	\$2,077	\$4,500	\$4,500	
2.42 Automation supplies	\$5,000	\$5,000	\$3,798	\$4,200	\$1,941	\$4,200	\$4,300	
Total Supplies	\$22,870	\$23,020	\$19,581	\$23,979	\$12,227	\$22,765	\$25,320	2%

	1994 Budget	1995 Adjusted Budget	1995 Disbursed	1996 Budget	1996 Disbursed to June 11	1996 Projected Expenses to Dec. 31,'96	1997 Budget	% of Total '96 budget
3 OTHER SERVICES/CHARGES								
3.1 Professional services								
3.11 Consulting services	\$0		\$0	\$0	\$0	\$0	\$0	
3.12 Engineer/Arch Services	\$500	\$500	\$0	\$0	\$0	\$0	\$0	
3.13 Legal services	\$1,500	\$2,500	\$698	\$1,250	\$450	\$1,250	\$1,250	
3.14 Other profess. services	\$1,000	\$500	\$471	\$4,400	\$1,709	\$3,730	\$4,400	
3.2 Communication/Transportation								
3.21 Telephone	\$23,500	\$25,000	\$22,440	\$29,000	\$10,576	\$23,076	\$12,000	
3.22 Postage	\$5,000	\$7,535	\$5,620	\$6,647	\$2,997	\$6,539	\$6,650	
3.23 Traveling expenses	\$3,500	\$4,000	\$3,389	\$4,049	\$1,873	\$4,086	\$4,500	
3.24 Professional mtgs	\$3,500	\$6,000	\$3,924	\$6,149	\$3,674	\$6,149	\$6,200	
3.25 Freight/Express	\$50	\$50	\$0	\$50	\$0	\$0	\$50	
3.26 Network expenses							\$17,621	
3.3 Printing/Advertising								
3.31 Adv/Public. of notices	\$800	\$500	\$692	\$900	\$403	\$879	\$900	
3.32 Printing (not off. supply)	\$600	\$500	\$66	\$400	\$0	\$0	\$150	
3.4 Insurance								
3.41 Official bonds	\$500	\$250	\$0	\$250	\$200	\$250	\$250	
3.42 Other insurance	\$13,400	\$18,000	\$13,119	\$16,000	\$10,923	\$16,000	\$18,000	
3.5 Utility services								
3.51 Gas	\$32,000	\$27,000	\$13,730	\$25,000	\$11,530	\$25,155	\$27,000	
3.52 Electricity	\$55,000	\$57,000	\$45,301	\$58,000	\$19,255	\$42,012	\$51,000	
3.53 Water	\$1,500	\$1,600	\$715	\$1,200	\$285	\$900	\$1,000	
3.54 Waste disposal service	\$2,800	\$3,200	\$1,961	\$2,000	\$991	\$2,161	\$2,500	
3.6 Repairs/maintenance								
3.61 Bldgs/Structures	\$9,000	\$21,665	\$34,496	\$30,000	\$17,028	\$37,151	\$34,000	
3.62 Equipment	\$2,500	\$4,000	\$2,210	\$4,000	\$1,370	\$2,990	\$4,000	
3.7 Rentals								
3.71 Real estate				\$0	\$0	\$0		
3.72 Equipment	\$250	\$250	\$253	\$225	\$140	\$200	\$225	
3.91 Dues	\$2,200	\$1,800	\$1,720	\$2,000	\$990	\$2,000	\$2,100	
3.92 Interest on loans			\$0	\$0		\$0	\$0	

	1994 Budget	1995 Adjusted Budget	1995 Disbursed	1996 Budget	1996 Disbursed to June 11	1996 Projected Expenses to Dec. 31, '96	1997 Budget	% of Total '96 budget
3.93 Taxes/Assessments			\$0			\$0		
3.94 Transfer to LIRF	\$7,000	\$6,000	\$6,000	\$40,000	\$0	\$0	\$50,000	
3.95 Service contracts	\$16,670	\$10,000	\$8,508	\$9,180	\$4,228	\$9,225	\$9,400	
3.96 Petty cash	\$120	\$120	\$0	\$120	\$0	\$0	\$120	
3.97 Interview/moving expense	\$250	\$250	\$250	\$0	\$0	\$0	\$0	
3.98 Maintenance contracts	\$30,000	\$35,000	\$36,469	\$36,400	\$978	\$36,400	\$30,000	
Total Other Services/Charges	\$213,140	\$233,220	\$202,032	\$277,221	\$89,600	\$220,153	\$283,316	24%
4 CAPITAL OUTLAYS								
4.1 Land						\$0		
4.2 Buildings						\$0		
4.3 Improvements	\$275	\$3,000	\$0			\$0		
4.4 Furniture/equipment	\$8,828	\$12,000	\$15,454	\$20,196	\$14,094	\$20,196	\$42,000	
4.5 Other capital outlays								
4.51 Books	\$115,000	\$113,000	\$109,226	\$124,000	\$45,115	\$121,000	\$127,000	
4.52 Periodicals,newspapers	\$35,000	\$35,042	\$33,005	\$37,086	\$13,675	\$34,000	\$40,000	
4.53 Nonprint materials	\$12,000	\$17,000	\$15,737	\$22,088	\$9,169	\$20,006	\$30,000	
Total Capital Outlays	\$171,103	\$180,042	\$173,423	\$203,370	\$82,052	\$179,023	\$239,000	20%
FUND TOTAL	\$906,311	\$959,834	\$885,032	\$1,065,225	\$422,013	\$934,371	\$1,177,621	

BUDGET EXPLANATION

June 1996

1 Personal Services:

Director's Salary: Lynn is requesting a 5% increase. Her increases for the past few years have been about 2% per year. She feels this increase is justified to put her salary in line with that of other libraries whose directors have responsibility for comparable budgets. The decision on her salary will be made in October at the time of her evaluation.

She notes:

Using 1995 Statistics of Indiana Libraries, I found 15 libraries with 1995 budgets within \$100,000 of the JCPL budget. The average director's salary for the 8 libraries listing an *actual* salary was \$42,929. The other 7 libraries listed high and low salary ranges for directors as follows:

Alexandrian Library	\$27,124-\$57,146
Bedford	\$35,000-\$45,000
Frankfort	\$40,000-\$51,000
Greenwood	\$38,000-\$48,000
Hussey-Mayfield	\$40,541-\$50,364
Knox County	\$32,474-\$35,072
Wells County	\$31,491-\$33,612

Library Assistants: Two new 27 hour per week Circulation Clerk positions have been added to the budget. This will allow us to have an extra person at the desk from 3 PM to 8 PM every evening that each library is open and every Saturday at DeMotte and Rensselaer. The purpose is to free reference staff to remain in the *reference* area to help patrons with use of the cd-rom workstations and other reference needs. Previously, reference staff have been busy at the circulation desk too much of the time.

It was noted at the last board meeting that patrons need more reference assistance than they are now able to get. With the technology changes we will be experiencing later this year, this need will become even more critical.

Other increases in this line are due to the salary schedule changes approved in April.

Janitors: Rose Howard's classification will change this summer to janitor/maintenance. Her husband will substitute for her during those hours when minor repairs must be made or difficult-to-reach light bulbs must be changed, etc. This change has become necessary as we experience great difficulty finding competent "handymen" to accomplish these types of tasks at DeMotte and Wheatfield. At the same time, Rose is decreasing her hours from 40 to 32. We will have a new janitor to take the other 8 hours of Rose's duties plus 4 hrs per week additional which are presently budgeted and used for special jobs = 12 hours.

1.24 Group insurance costs are included for 15 employees. At present 5 employees are taking advantage of this benefit. In 1997 we will be paying \$90 per month rather than \$80.

2.23 Other operating supplies: Fluorescent lights continue to be a *big* expense, as the original lights are wearing out. We are buying large quantities of the longer-lasting bulbs.

3.21 Telephone: This category has been divided into two:

3.21 Telephone

3.26 Network Expenses. This gives us a truer picture of what the automated system, cd-rom network and Internet access are really costing. 3.26 cost estimate includes the annual costs of our present Internet and network access plus \$6,000 extra for extra capacity, added Internet access cost of a 56kb line to the Rensselaer Library.

3.61 Building/Structure repairs: We continue to accumulate large repair bills. While we hope that problems will be solved, we must be prepared. This line item also includes snow removal, lawn maintenance, etc.

3.98 Maintenance contracts: We are purchasing maintenance contracts for fewer parts of our automated system than previously, on the advice of computer experts. Gaylord has also discontinued maintenance agreements on other equipment because of age.

4.4 Furniture/Equipment: This will be used to purchase equipment such as book carts, copier drums, office chairs, etc. However, the majority will be used to purchase PC's to be added to our network for access to the automated system, the cd-rom network and the Internet. It will also fund replacement of equipment that has failed and upgrades to present equipment where needed.

4.5 Materials: Total figure is \$13,826 more than 1996. We will add subscriptions to our financial/business materials, both print and nonprint. We will increase our nonprint materials (cd-rom software, computer software, videos, books on tape, cd's) and plan to begin a circulating cd-rom collection.

Comparison With Other Libraries

Percentage of Total Public Library Operating Expenditures for:

	All libraries 1995	JCPL 1997 budget
Personal Services	58%	53%
Supplies	3%	2%
Other Services & Charges	18%	24%
Capital Outlay (equipment & materials)	21%	20%

It's easy to see that the expenses of operating 3 buildings, contained in "Other Services and Charges" drains our funds from other areas of the budget.

Budgeting Strategies

This year we "received" about 7.6% more than in 1995. If that holds true for next year, we will receive \$80,957 more for 1997 than we did for 1996. The 1997 budget, as recommended by the Budget Committee, is \$112,396 higher than the 1996 budget, a 10.5% increase. Until we find out in October what our actual revenues will be in CAGIT (County Adjusted Gross Income Tax), excise taxes, etc., and, at the end of December, find out what amount of operating balance we have accumulated, we will not know how much of this budget we can actually fund. However, we are told to ask for what we need to do the job, then cut if needed. It is better than asking for a little and later finding that we could have gotten more, had we asked for it.

Heating, Plumbing, Air Conditioning Problems DeMotte, Rensselaer Libraries

Communication Record

12/14/95. Letter from Mark Frost, HVAC engineer, Circle Design

Opinions and recommendations subsequent to 11/6/95 meeting with Tom Heckman, Tom Purdy & Rich Hoover, Circle "R" Mechanical at the DeMotte & Rensselaer libraries, concerning compressors, leaking pipes at DeMotte, actuator failures. Recommendations: Noted two spots near VAV boxes where piping is at odd angles and not supported adequately. We should have the chemical treatment of the heating water checked if we haven't already. Circle Design will follow up with Precision Controls concerning actuators. Transformers may be defective and should be checked by Precision Controls.

3/1/96. Meeting with Kim Rothenberger, Ratio Architects; Marv Trietsch, Principal, Circle Design (engineers); Jim Krol and Matt Yankauskus, Precision Controls; Rich Hoover, Tom Purdy and Tom Heckman, Circle "R" Mechanical.

Each entity was given certain tasks to perform to help detect problems.

3/5/96. Letter from Tom Heckman, Circle "R".

Review of past resolution of problems. Observes that holes in the insulation envelope of the building are very possibly the main problem. Notes areas where other furnishings may impede proper measurement by thermostats (altho he exaggerates the number of these places). States that Circle R will check the water flow, but questions whether the extra GPM's were taken into consideration when they were instructed to disconnect several hydronic unit heaters from the system. Also questions what Rohan Trane or the library might have done to alter flow rates. Suggests that they should possibly "be compensated for their efforts in responding to problems caused by others".

3/13/96. Letter to Kim Rothenberger, Ratio Architects about elevator repairs

We noted we spent \$2,962 thus far on elevator repairs. The hydraulic valve has now been replaced (no invoice yet). We asked for his opinion on whether this amount of repair is normal and whether the contractor is correct in saying that the victrolc fittings, specified by architect and installed, should indeed have to be replaced every 2-5 years.

3/18/96. Letter to all meeting participants from Kent Mahnesmith, board attorney.

The letter states that the Board met on 3/11 and determined that they would like to have all problems resolved by their next meeting, 4/7. In the ev ent that this is impossible, the Board demanded that a specific time frame be established to assure that these problems will be corrected in a timely fashion, no later than 60 days from the March 11th meeting, or May 11, 1996. The Board further demanded that an infrared scan be done to determine all areas where there is insufficient insulation.

3/21/96. Letter to Kent Mahnesmith from Tom Heckman, Circle "R" Mechanical.

Argues with the statement that the problems are heating and air conditioning problems. He feels these are not his problems. Some are a "direct cause of the library."

4/3/96. Letter to Tom Heckman, Circle "R" Mechanical from Kent Mahnesmith

Points out that his letter did not point at any specific company or individual and was addressed to all parties involved. He states that Circle "R" CAN state time frames for testing heating and air conditioning systems.

4/8/96. Letter from Kim Rothenberger, Ratio Architects to Lynn Daugherty

Notes that infrared scan of DeMotte did not identify significant insulation deficiencies in wall or ceiling areas, but did detect temperature readings of discharge air from different ceiling diffusers which were as much as 30 degrees apart in some areas. They are also considerably lower temperatures than original design temperatures. The system is not operating as designed and proper amount of heat energy is not being transferred from the hot water to the air at the coils consistently. Circle Design is evaluating this information and will provide additional comments and direction to Circle "R" Mechanical. Circle Design has not received flow data from Circle R, nor verification of actuator life in attic areas from Precision Controls.

Circle Design has verified that systems will maintain design temps if they are operating properly. They are recommending the relocation of a copier, and of two paperback book racks.

5/7/96. Letter from Marv Trietsch, Circle Design to Lynn Daugherty

States that the contractor should support the piping near 2 VAV's more adequately and resolve any leaking at these units. They indicate that the leaking pipes are not usual and ask for a sample of a section of pipe which was removed to repair a leak. They will then meet with the contractor and form a direction.

They feel there must be a manufacturing defect in the control valves and are coordinating a meeting with Precision Controls to discuss the issue and form a direction. They indicate that plumbing valve buttons and chart are a part of the original contract and should be provided by the contractor. They will write to Circle "R" Mechanical asking for a schedule of when this work will be completed.

Circle Design Group accepts the responsibility for locating 2 thermostats in poor locations and will have them relocated. They will direct Precision Controls to make the changes & will inform us of the completion schedule.

Letters of direction concerning valve tags and thermostat relocation were sent by Circle Design 5/9/96 and 5/10/96 to the contractors noted above.

5/13/96. Letter from Lynn Daugherty to Circle "R" Mechanical, Precision Controls, Ratio Architects, Circle Design.

Notes that Ratio and Circle Design have been working to pinpoint problems and communicate findings to contractors and the library. However, no action appears to have been taken by contractors. No time frames have been submitted by Precision or Circle R. These must be submitted by 5 PM today or the board may decide to take legal action tonight.

As a result Tom Heckman called to say they had checked air flows the previous week and are working on getting results to Circle Design. No one at the libraries has seen a Circle R technician. Tom Purdy came to check on ceiling tags for valves & on valve chart.

No response from Precision Controls.

5/14/96. Letter from Tom Heckman, Circle "R" Mechanical, to Circle Design

Ceiling markers will be installed this week. Rich Hoover took a pump reading at DeMotte which found pump flows close to original reading. Circle Design needs to determine the effect that the elimination of the hydronic unit heaters has on the system. We have done all we were supposed to do. We are waiting for a determination from Circle Design now.

5/17/96. Letter from Lynn Daugherty to architect, engineers & contractors.

Library board postponed consideration of legal action since some progress was reported in determining and solving problems. They do, however, expect to see a concerted effort to quickly resolve the problems.

5/22/96. Letter from Precision Controls to Lynn Daugherty

States that Precision has gathered 3 years of various temperature data and logged the temperatures into a work sheet. The history shows cold temperatures in some rooms, and other rooms at setpoint. This would suggest hot water reheat may not be occurring at some VAVs. Without a Test and Balance report dated after the repiping (winter of 94), we cannot be certain all areas are getting proper hot water flow. We are continuing to seek extended warranty on Siebe actuators but have yet to receive additional warranty. I informed Mark that temperature extremes in the attic may be causing the failures. If a water balance is performed, Precision would like to be present to view the Test and Balance contractor's work.

6/10/96. Letter to Lynn Daugherty from Jeff Wylie, Circle Design Group

Pipe samples have been sent to independent contractor for analysis. Precision Controls expects report from actuator manufacturer within 7-10 days. Circle R reports chart and ceiling markers complete. Precision will complete thermostat relocation by 6/14/96. Circle 'R' has confirmed pump flows at design.

6/12/96. Letter to Kim Rothenberger from Lynn Daugherty

We request the following documentation within 7 business days of receipt of letter:

- Copies of work orders confirming dates Circle R checked pump flow at each library & locations within buildings. Also copies of their reports.
- Dates the actuator manufacturer reviewed installations at the libraries, who their library contacts were and what they examined. Also report of findings.
- Circle R has not furnished us with chart or ceiling markers.
- Work orders when Precision Control completes thermostat relocation.
- Report from independent contractor concerning replaced piping. Details of how you plan to proceed on DeMotte piping not satisfactorily installed.
- Circle Design analysis of causes of problem and measures planned to rectify.

6/20/96. Letter from Circle Design to Kim Rothenberger in response to the above letter.

- Requested from Circle "R" information regarding locations of flow measurements taken. Attached Circle R 5/14 letter with results of flow test. Copy of letter to Circle R concerning ceiling markers. Requested them to provide additional support as stated in previous letters.
- Requested information from Precision Controls regarding manufacturer's resolution of actuator problem and the cause of the failures. Note that Precision thought thermostats would have been moved by 6/14/96.
- Heating pipes on straight pipe were mechanically cut too deep & may be cause of leaking, according to pipe supply company in Indpls. No written opinion available. Pipes are being returned to us in case we wish to explore this with a professional testing company.
- Presently re-evaluating each component of HVAC system & building 'U values. Need to know more about valve actuator failures & present flow characteristics of VAV terminal units.

Action since the writing of the above letter:

Ceiling markers have now been installed where needed. Staff at DeMotte has been instructed where to turn off water, should this be necessary (ceiling markers are not needed at that library). DeMotte has been given a rough hand-written chart of valve locations with the promise that a proper, typed list will be sent to them (and FAX'd to us) soon.

It seems to me that we still need:

Flow measurements: The only flow measurements which appear to have been taken this year by Circle "R" Mechanical are pump readings at the 3 HP pump and 1/3 hp pump at DeMotte. Rensselaer also experiences heating problems each though not to the extent of DeMotte. Testing should, surely, be done there also.

As I understand it, from the March meeting and from Circle "R" 's letter of 5/14/96, measurements are needed of both water and air flow at various points throughout the system to determine if there is blockage at some point or points. No mention is made of whose responsibility it is to do that or when it is to be done.

Actuator valves: Precision has been "working with the manufacturer to resolve this" for well over a year. No one from Siebe had visited our libraries to examine installations. Meanwhile, we continue to incur expenses from Precision Controls for control valve repairs as follows:

4/17/96. DeMotte. Precision Work Order #60610. VAV 10: Study Room. 83°. DMS signal to valve actuator - ok. Actuator strokes open/closed. When control valve (actuator) closed, HW coil still has flow. Control valve body will need to be rebuilt or replaced. It is not seating properly. (Matt Y.)

4/23/96. DeMotte. Precision service order #60625. Changed packing nut on heating valve on VAV box #10 - talk to office about checking A.H. freezestat & O.A. and hot water reset temp. (D.G.)

Invoice 29803-5. Service orders 60610, 60625. VAV 10 - study room, DeMotte. yba622 packing nut \$25.75. Tech time \$112.50. Mech labor \$145.00. Travel \$57.50. Total \$340.75

4/25/96. Rensselaer. Precision Work order 59883. Daryl. Replaced 1 actuator, two packing nuts at actuators and removed and replaced pipe and fittings where they were leaking. Reinsulated pipe and fittings where old insulation was saturated from leaks. Cost: \$1,211.50

Relocation of thermostats: not completed by 6/14/96 as promised.

Additional support for piping at VAV #20 and #4: Projected date of completion by Circle "R" Mechanical

Leaking pipes: Pipe samples have not been returned. Written opinion is needed.

Elevator repairs: We have received no opinion from the architect on whether these repairs are within the "usual" range of expectations. To date, we have spent \$4,272 on repairs.

Analysis of causes and corrective measures to be taken: It has been almost 4 months since the Jasper County Library heating/air conditioning problems were discussed at a meeting of architect, engineers, contractors, and owner. This seems a sufficient time in which to determine the problems and necessary corrective measures.

Thus far, we have spent \$29,690 on building repairs for DeMotte and Rensselaer since 1993. (This is after subtracting the money we have been reimbursed by our insurance companies.)

**CIRCLE DESIGN GROUP, INC.**

127 E. MICHIGAN STREET, SUITE 100, INDIANAPOLIS, IN 46204
TELEPHONE: 317-635-9838 FAX: 317-637-3511

June 20, 1996

Mr. Kim Rothenberger
Ratio Architects, Inc.
107 South Pennsylvania Street, Suite 100
Indianapolis, IN 46204

Re: Demotte Library
Comm.No. 90101

Dear Kim:

In response to Lynn Daugherty's letter dated June 12, 1996, we offer the following:

1. We have requested from Circle 'R' written information regarding the locations of where they took flow measurements.

We have attached a letter from Circle 'R' dated 5/14/96 with the results of the flow test taken by Lake Air Balance.

2. We have requested information from Precision Controls regarding actuator failure of the control valves for the VAV units. Frank Stuart and Jim Krol have been diligently working with the manufacturer to resolve this. (One thing that has complicated an expeditions resolution to the problem is that the original manufacturer has been bought out by another. As we understand it though, the manufacturer has stated they will stand behind their product). Frank Stuart has assured us they will remain persistent, and get the problem taken care of.

I have requested from Frank that he give us a written report indicating the cause of the actuator failures.

3. Regarding the domestic water valve chart, Circle 'R' submitted a chart to our office for review. We apparently lost it or did not receive it. We have requested another chart from Circle 'R'.

Regarding ceiling markers for VAV units, please see Circle 'R's letter dated 5/14/96.

4. Concerning the relocation of the two thermostats at Demotte Library. We verbally instructed Precision Controls to relocate the two thermostats in the reading area. (One adjacent to the copy machine, one above the computer station.) Precision said they thought they would have them moved by 6/14/96. See Precision's letter dated 5/10/96 (attached).

Mr. Kim Rothenberger
June 20, 1996
Page 2

5. We sent the heating water pipe samples to a large pipe supply company in Indianapolis, and requested that they give us their opinion about the pipe joint. They have responded back to us stating that they feel the pipe threads on the straight pipe were mechanically cut too deep, and may be the cause for the leaking. The pipe elbow fittings, which were machined threaded, and appear to be within the tolerances of industry standards.

The company which tore down the fittings and rendered their opinion is Reel Pipe and Valve Co., 317-634-8421, 1-800-466-1795. Mr. Scott Doba stated they did not want to be an expert witness in this case and respectively declined a written opinion.

We are returning the pipe and fittings to you (under separate cover). Should you wish to explore this with a professional testing company.

Regarding additional support for piping at VAV #20 and #4, we have requested Circle 'R' to review and provide additional support as stated in our 12/14/96 letter with carbon copy to Rich Hoover at Circle 'R' Mechanical, Inc.

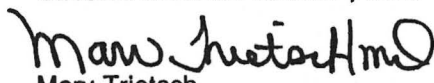
We are presently re-evaluating each component of the HVAC System and building 'U' values. Before we render our final report, we want to better understand the failure of the valve actuators and present flow characteristics of the VAV terminal units.

We are continuing to strive to identify and correct any mechanical engineering deficiencies which may have been made in the design of this project. We will support you and the Jasper County Library in getting the contractors to complete their contract responsibilities.

We will keep you apprised of any new developments as soon as we know of them.

Sincerely,

CIRCLE DESIGN GROUP, INC.


Marv Trietsch
Principal

MT:md

Encl.

cc: Lynn Daugherty - Jasper County Libraries

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
June 1996

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	6268	6458	2606	15332
Borrowers--End of month:	6342	6546	2642	15530
Non-resident, paying	31	41	1	73
PLAC card users	1	2	0	3
Reciprocal borrowers	164	73	9	246
XX				
INTRALIBRARY LOANS FILLED	126	163	70	359
LOCAL HISTORY				
In person	1	17		18
Letters written		1		1
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	6	103	24	133
Computer software used	6	121	31	158
VCR Use	2	2		4
Microforms		66		66
CD ROM software used		29		29
Public use of FAX service	7	17	11	35
Typewriter use	1	2		3
Other equipment used		1		1
OTHER LIBRARY SERVICES USED				
Walking book visits	2	6		8
Notarized documents	1	3	1	5
Meeting Room Use (number of groups)	31	26	5	62
Study room use	3	11		14
Ref book/vf copies made	15			15
XX				
INTERLIBRARY LOANS				
Requests made for:	28	34	10	72
Items rec'd for:	24	28	10	62
Items outstanding:	4	6	0	10
Items from Indiana libraries	18	25	7	50
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries				0

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
June 1996

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	9	4	8	21
Number attending	950	63	107	1120
YA Programs (14-17)				0
Number attending	38	4		42
Adult Programs		5	1	6
Number attending	12	36	9	57
Senior Citizen Programs		1		1
Number attending		20	2	22
TOTAL NO. OF PROGRAMS	9	10	9	28
TOTAL PERSONS ATTENDING	1000	123	118	1241

CIRCULATION BY PATRON CODE

June 1996

PATRONS	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	685	5.6%	815	8.9%	292	7.4%	1792	7.1%
Adult Female (1)	6185	50.5%	4585	50.2%	2217	56.4%	12987	51.3%
Juvenile 0-11 (2)	4001	32.7%	1883	20.6%	954	24.3%	6838	27.0%
YA 12-17 (3)	584	4.8%	641	7.0%	251	6.4%	1476	5.8%
Nonresident No Fee (4)	65	0.5%	300	3.3%	2	0.1%	367	1.5%
Board/Staff (5)	318	2.6%	444	4.9%	214	5.4%	976	3.9%
School (6)	0	0.0%	37	0.4%	0	0.0%	37	0.1%
St. Joseph College (7)	0	0.0%	36	0.4%	0	0.0%	36	0.1%
State Library Card (8)	0	0.0%	1	0.0%	0	0.0%	1	0.0%
Nonresident Fee (9)	106	0.9%	217	2.4%	0	0.0%	323	1.3%
Corporate (10)	0	0.0%	15	0.2%	0	0.0%	15	0.1%
Reciprocal (11)	295	2.4%	160	1.8%	4	0.1%	459	1.8%
Total	12239		9134		3934		25307	
Total items borrowed by nonresidents	466	3.8%	751	8.2%	6	0.2%	1223	4.8%

CIRCULATION BY PATRON CODE
June 1996

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	685	5.6%	815	8.9%	292	7.4%	1792	7.1%
Adult Female (1)	6185	50.5%	4585	50.2%	2217	56.4%	12987	51.3%
Juvenile 0-11 (2)	4001	32.7%	1883	20.6%	954	24.3%	6838	27.0%
YA 12-17 (3)	584	4.8%	641	7.0%	251	6.4%	1476	5.8%
Nonresident No Fee (4)	65	0.5%	300	3.3%	2	0.1%	367	1.5%
Board/Staff (5)	318	2.6%	444	4.9%	214	5.4%	976	3.9%
School (6)	0	0.0%	37	0.4%	0	0.0%	37	0.1%
St. Joseph College (7)	0	0.0%	36	0.4%	0	0.0%	36	0.1%
State Library Card (8)	0	0.0%	1	0.0%	0	0.0%	1	0.0%
Nonresident Fee (9)	106	0.9%	217	2.4%	0	0.0%	323	1.3%
Corporate (10)	0	0.0%	15	0.2%	0	0.0%	15	0.1%
Reciprocal (11)	295	2.4%	160	1.8%	4	0.1%	459	1.8%
Total	12239		9134		3934		25307	
Total items borrowed by nonresidents	466	3.8%	751	8.2%	6	0.2%	1223	4.8%

WHEATFIELD COLLECTION

MONTH
END

VOLUMES	TITLES
1	...
2	...
3	...
4	...
5	...
6	...
7	...
8	...
9	...
10	...
11	...
12	...
13	...
14	...
15	...
16	...
17	...
18	...
19	...
20	...
21	...
22	...
23	...
24	...
25	...
26	...
27	...
28	...
29	...
30	...
31	...
32	...
33	...
34	...
35	...
36	...
37	...
38	...
39	...
40	...
41	...
42	...
43	...
44	...
45	...
46	...
47	...
48	...
49	...
50	...
51	...
52	...
53	...
54	...
55	...
56	...
57	...
58	...
59	...
60	...
61	...
62	...
63	...
64	...
65	...
66	...
67	...
68	...
69	...
70	...
71	...
72	...
73	...
74	...
75	...
76	...
77	...
78	...
79	...
80	...
81	...
82	...
83	...
84	...
85	...
86	...
87	...
88	...
89	...
90	...
91	...
92	...
93	...
94	...
95	...
96	...
97	...
98	...
99	...
100	...

ADULT BOOKS

7663	7556	7687	7566	Fiction
6596	5052	6719	5146	Nonfiction

CHILDREN'S BKS

7190	7100	7195	7135	9172	8782	9279	8881
4501	4372	4544	4415	6861	6502	6904	6544

5598	5497	5619	5516	Fiction
3422	3244	3432	3253	Nonfiction

0 0 MAGAZINES, ADLT
0 0 MAGAZINES, CH

2 2 2 2 387 175 387 175

3 3 3 3 GRAPHIC MAT'L

0 0 0 0 0 0 0 0

0 0 MICROFORMS

1020	881	1032	888	2091	1535	2097	1540
136	136	137	137	182	182	182	182
6	3	6	3	14	9	14	9
4	2	4	2	88	24	88	24

1380	1236	1386	1241	SOUND REC.,ADULT
41	41	41	41	SOUND REC., CH
4	4	4	4	CD ROM SOFTWARE
112	57	112	57	SOFTWARE

796	772	793	772	952	920	946	920
0		0	0	0		0	0

674	630	674	630	VHS
		0	0	EQUIPMENT

34377	32170	34618	32443	47670	44089	47900	44308	25493	23320	25677	23457	TOTAL
-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------

XXX

CIRCULATION BY ITEM FINE CODE
June 1996

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	43	34	18	95
100 (1)	63	80	16	159
200 (2)	61	30	30	121
300 (3)	151	151	50	352
400 (4)	17	9	6	32
500 (5)	71	61	21	153
600 (6)	483	431	225	1139
700 (7)	270	232	109	611
800 (8)	23	29	14	66
900 (9)	143	127	26	296
B (10)	77	87	40	204
j000 (11)	13	21	2	36
j100 (12)	14	31	6	51
j200 (13)	21	28	2	51
j300 (14)	123	64	31	218
j400 (15)	34	10	0	44
j500 (16)	451	343	226	1020
j600 (17)	187	95	45	327
j700 (18)	215	221	56	492
j800 (19)	217	17	31	265
j900 (20)	71	57	9	137
jB (21)	236	26	41	303
FIC (22)	1375	1734	499	3608
yaFIC (23)	123	140	72	335
LARGE PRINT (24)	51	39	21	111
jFIC (25)	780	578	217	1575
jE (26)	2169	1552	711	4432
jER (27)	903	337	115	1355
Magazines (28)	1033	516	215	1764
Games/Toys (29)	0	13	0	13
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	117	164	52	333
jCassettes (33)	184	119	62	365
Compact Discs (34)	217	202	230	649
jCompact Discs (35)	4	3	3	10
Sound Recordings (36)	2	8	1	11
jSound Recordings (37)	4	26	1	31
Software (38)	0	0	0	0
Vertical File (39)	120	52	2	174
Equipment (40)	0	4	0	4
yapFIC (41)	564	203	127	894
jpFIC (42)	663	239	62	964
Reference (43)	24	28	11	63
Genealogy (44)	0	0	0	0
jMagazines (45)	282	190	48	520
VHS (46)	780	887	493	2160
Free reads	325	514	117	956
Puzzles			1	1
Talking books				0
Assignment shelf books				0
TOTAL	12704	9732	4064	26500

JCPL FINANCIAL STATEMENT

JUNE 30, 1996

	<u>Beginning 1996 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$371,628.76	\$77,572.28	\$280,108.63	\$71,574.74	\$446,171.49	\$205,565.90
Investments \$80,000.00						
Public Library Access Card Fund	\$51.00	\$20.00	\$200.00	\$0.00	\$211.00	\$40.00
Gift Fund	\$3,077.85	\$250.00	\$728.25	\$360.00	\$1,261.15	\$2,544.95
DeMotte	\$1,488.44	\$50.00	\$235.00	\$300.00	\$962.50	\$760.94
Rensselaer	\$926.14	\$0.00	\$293.25	\$60.00	\$308.65	\$910.74
Wheatfield	\$663.27	\$200.00	\$200.00	\$0.00	\$0.00	\$863.27
Bond & Interest Redemption Fund	\$134,858.07	\$47,186.62	\$47,186.62	\$110,232.50	\$110,232.50	\$71,812.19
Investments \$70,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library Improvement Reserve Fund	\$28,728.73	\$116.76	\$404.07	\$0.00	\$0.00	\$29,132.80
Investments						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund**	\$8,279.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
**transferred to Operating Fund-June 1996						
Satellite Fund	\$1,446.00	\$3.00	\$1,483.00	\$0.00	\$1,481.05	\$1,447.95
Construction Fund	\$9,991.26	\$0.00	\$310.61	\$400.00	\$400.00	\$9,901.87
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
Employee Health Insur.	\$191.15	\$0.00	\$28.06	\$280.46	(\$298.53)	\$517.74
Employee P.E.R.F.	\$2,718.28	\$0.00	\$0.00	(\$967.63)	(\$172.54)	\$2,890.82
TOTAL ALL FUNDS.....	\$561,170.56	\$125,148.66	\$330,449.24	\$181,880.07	\$559,286.12	\$332,333.68

14

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
28 Jun '96

1.	BANK ONE CHECKING	7085.91
2.	BANK ONE-CONSTRUCTION FUND SAV	9901.87
3.	BANK ONE-LIRF	29132.80
4.	FIRST OF AMERICA BANK	38537.99
5.	DEMOTTE STATE BANK	57383.67
6.	INDIANA FEDERAL BANK FOR SAVIN	18017.92
7.	NBD BANK, N.A.	16836.74
8.	PINNACLE BANK	5436.78
9.	IND.FEDERAL CD#9100055654	.00
10.	IND.FEDERAL CD#9100055646	.00
11.	IND.FEDERAL CD#9100076090	150000.00
12.		.00
13.		.00
14.		.00
15.	IND.FEDERAL CD#9100005606	.00

TOTAL ALL BANK ACCOUNTS		332333.68

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 28 Jun 96

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
16 AUG 96	9100076090	IN.FEDERAL	60 DAYS	150000.00	5.19	BIRF-70000;	17 JUN 96	.00	
--TOTALS--				150000.00				.00	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 28 Jun 96

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
13 FEB 96	9100005606	IN.FEDERAL BA	91 DAY	300000.00	5.67	OPER-LIRF-B	14 NOV 95	4240.85	
13 APR 96	9100055646	IN.FEDERAL	60 DAY	100000.00	5.15	OPER-BIRF	13 FEB 96	846.58	
12 JUN 96	9100055654	IN.FEDERAL	120 DAY	125000.00	5.20	BIRF	13 FEB 96	2136.99	
--TOTALS--				525000.00				7224.42	

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

28 Jun 96

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	39915.00	3326.26	19908.16	20006.84	49.9
1.12	SALARY OF ASSISTANTS	414221.00	32713.94	193098.42	221122.58	46.6
1.13	WAGES OF JANITORS	28785.00	2155.23	12905.09	15879.91	44.8
1.21	EMPLOYER'S SHARE-FICA	36943.00	2918.63	17282.38	19660.62	46.8
1.22	UNEMPLOYMENT COMPENSATION	2789.00	.00	1433.42	1355.58	51.4
1.23	EMPLOYER'S CONTRIB.- PERF	22394.00	.00	10761.24	11632.76	48.1
1.24	EMPLOYER'S CONTRIB.- INS.	14608.00	960.00	2353.55	12254.45	16.1
1.31	OTHER PERSONAL SERVICES	1000.00	254.85	836.65	163.35	83.7
2.11	OFFICIAL RECORDS	950.00	.00	756.68	193.32	79.7
2.12	STATIONERY AND PRINTING	650.00	204.00	448.50	201.50	69.0
2.13	OTHER OFFICE SUPPLIES	4200.00	1117.38	3215.07	984.93	76.5
2.21	CLEANING & SANITATION SUPPLIES	4500.00	275.71	1600.26	2899.74	35.6
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	1.97	18.03	9.9
2.23	OTHER OPERATING SUPPLIES	3800.00	72.50	1786.02	2013.98	47.0
2.31	BUILDING MATERIALS & SUPPLIES	650.00	.00	187.67	462.33	28.9
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	.00	200.00	.0
2.33	REPAIR PARTS	300.00	57.10	212.03	87.97	70.7
2.41	LIBRARY SUPPLIES	4508.97	305.35	2077.47	2431.50	46.1
2.42	AUTOMATION SUPPLIES	4200.00	.00	1941.35	2258.65	46.2
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	1250.00	.00	450.00	800.00	36.0
3.14	OTHER PROFESSIONAL SERVICES	4400.00	416.25	1709.44	2690.56	38.9
3.21	TELEPHONE	29000.00	1919.72	11385.09	17614.91	39.3
3.22	POSTAGE	6647.45	.00	2996.89	3650.56	45.1
3.23	TRAVELING EXPENSE	4049.20	344.75	1872.75	2176.45	46.2
3.24	PROFESSIONAL MEETINGS	6149.00	71.31	3674.28	2474.72	59.8
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.31	ADVERTISING & PUBLIC NOTICES	900.00	131.40	402.69	497.31	44.7
3.32	OTHER PRINTING	400.00	.00	.00	400.00	.0
3.41	OFFICIAL BONDS	250.00	.00	200.00	50.00	80.0
3.42	OTHER INSURANCE	16000.00	.00	10923.00	5077.00	68.3
3.51	GAS	25000.00	1327.31	12225.11	12774.89	48.9
3.52	ELECTRICITY	58000.00	4111.28	21338.55	36661.45	36.8
3.53	WATER	1200.00	41.20	326.40	873.60	27.2
3.54	WASTE DISPOSAL SERVICES	2000.00	166.37	1075.22	924.78	53.8
3.61	BUILDING & STRUCTURES	30000.00	3213.60	17027.77	12972.23	56.8
3.62	EQUIPMENT	4000.00	556.29	1370.28	2629.72	34.3
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	139.70	85.30	62.1
3.91	DUES	2000.00	.00	990.00	1010.00	49.5
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	40000.00	.00	.00	40000.00	.0
3.95	SERVICE CONTRACTS	9180.00	679.44	4228.30	4951.70	46.1
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	36400.00	94.00	977.72	35422.28	2.7
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	20195.53	7558.53	14093.51	6102.02	69.8
4.51	BOOKS	124000.00	5413.38	45114.98	78885.02	36.4
4.52	PERIODICALS & NEWSPAPERS	37086.37	577.37	13674.52	23411.85	36.9
4.53	NONPRINTED MATERIALS	22088.35	581.64	9169.36	12918.99	41.5
	-TOTAL-	1065224.87	71574.74	446171.49	619053.38	41.9

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 28 Jun 96

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
cor.entry	00960	REBECCA CARDEN	-504.18	25 JUN 96	ERROR IN TAX CALCULATIONS- VOID PAYROLL VOUCHER #00781
TRANSFER	00910	JASPER COUNTY PUBLIC LIBRARY	125000.00	12 JUN 96	CD #9100055654 MATURED
transfer	00907	JASPER COUNTY PUBLIC LIBRARY	8279.46	10 JUN 96	1994 LEVY EXCESS TAX, TRANSFER OPERATING FUND PER ST. BOARD/
004841	00914	EILEEN SPURGEON	-28.26	17 JUN 96	VOID LOST CHECK-STOP PAYMENT
005474	00961	REBECCA CARDEN	504.18	25 JUN 96	PAYROLL
005481	00912	MOLLY A. GATLIN	-108.27	17 JUN 96	VOID LOST CHECK-STOP PAYMENT
005506	00882	MARLENE BEEDLE	443.12	10 JUN 96	PAYROLL
005507	00893	YVONNE J. BEEVER	748.90	10 JUN 96	PAYROLL
005508	00898	BELSTRA, COURTNEY B.	109.91	10 JUN 96	PAYROLL
005509	00895	AMY A. BROWN	113.37	10 JUN 96	PAYROLL
005510	00874	GLENDA BROWN	597.73	10 JUN 96	PAYROLL
005511	00896	REBECCA S. CARDEN	531.15	10 JUN 96	PAYROLL
005512	00878	RENEE CARR	478.92	10 JUN 96	PAYROLL
005513	00902	VALERIE A. COLVIN	59.35	10 JUN 96	PAYROLL
005514	00877	LYNN DAUGHERTY	1102.44	10 JUN 96	PAYROLL
005515	00881	JULIE EISELE	500.15	10 JUN 96	PAYROLL
005516	00868	CHARLOTTE FAGEN	654.09	10 JUN 96	PAYROLL
005517	00901	STEPHANIE D. FILSON	384.29	10 JUN 96	PAYROLL
005518	00890	MOLLY A. GATLIN	83.11	10 JUN 96	PAYROLL
005519	00899	HEEKE, MICHELLE M.	800.00	10 JUN 96	PAYROLL
005520	00880	ROSE E. HOWARD	575.88	10 JUN 96	PAYROLL
005521	00883	GAIL M. JUNG	645.90	10 JUN 96	PAYROLL
005522	00892	ANGELA M. KARCH	70.36	10 JUN 96	PAYROLL
005523	00875	DIANA KOOS	399.80	10 JUN 96	PAYROLL
005524	00871	JOAN KOPANDA	475.01	10 JUN 96	PAYROLL
005525	00872	KROS, DIANE	541.03	10 JUN 96	PAYROLL
005526	00885	SHARON K. LEWIS	96.40	10 JUN 96	PAYROLL
005527	00900	DIANE M. OPOLSKI	276.43	10 JUN 96	PAYROLL
005528	00873	BONNIE POWELL	436.33	10 JUN 96	PAYROLL
005529	00894	ANNETTE M. PRATT	43.38	10 JUN 96	PAYROLL
005530	00903	JACKIE REAGAN	100.98	10 JUN 96	PAYROLL
005531	00897	LISA RUSHER	434.58	10 JUN 96	PAYROLL
005532	00869	SHARON SCHULENBERG	520.93	10 JUN 96	PAYROLL
005533	00876	EILEEN SPURGEON	91.29	10 JUN 96	PAYROLL
005534	00886	LYNN M. STALBAUM	71.57	10 JUN 96	PAYROLL
005535	00888	JACK STANDISH	330.84	10 JUN 96	PAYROLL
005536	00870	JILL TACHTIRIS	605.11	10 JUN 96	PAYROLL
005537	00891	ELAINE WALING	85.39	10 JUN 96	PAYROLL
005538	00884	WEBSTER, RACHAEL D.	240.83	10 JUN 96	PAYROLL
005539	00879	WHITED, AMBER	324.62	10 JUN 96	PAYROLL
005540	00889	MARGARET M. WOODS	555.25	10 JUN 96	PAYROLL
005541	00887	LEANNE YORK	825.49	10 JUN 96	PAYROLL
005542	00930	MARLENE BEEDLE	362.53	25 JUN 96	PAYROLL
005543	00940	YVONNE J. BEEVER	748.90	25 JUN 96	PAYROLL
005544	00945	BELSTRA, COURTNEY B.	83.55	25 JUN 96	PAYROLL
005545	00942	AMY A. BROWN	102.98	25 JUN 96	PAYROLL

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

28 Jun 96

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005546	00922	GLENDA BROWN	509.71	25 JUN 96	PAYROLL
005547	00943	REBECCA S. CARDEN	498.94	25 JUN 96	PAYROLL
005548	00926	RENEE CARR	297.83	25 JUN 96	PAYROLL
005549	00949	VALERIE A. COLVIN	75.19	25 JUN 96	PAYROLL
005550	00925	LYNN DAUGHERTY	1102.44	25 JUN 96	PAYROLL
005551	00929	JULIE EISELE	418.56	25 JUN 96	PAYROLL
005552	00916	CHARLOTTE FAGEN	654.09	25 JUN 96	PAYROLL
005553	00948	STEPHANIE D. FILSON	325.93	25 JUN 96	PAYROLL
005554	00938	MOLLY A. GATLIN	108.27	25 JUN 96	PAYROLL
005555	00946	HEEKE, MICHELLE M.	800.00	25 JUN 96	PAYROLL
005556	00928	ROSE E. HOWARD	506.91	25 JUN 96	PAYROLL
005557	00931	GAIL M. JUNG	643.12	25 JUN 96	PAYROLL
005558	00939	ANGELA M. KARCH	103.89	25 JUN 96	PAYROLL
005559	00923	DIANA KOOS	399.80	25 JUN 96	PAYROLL
005560	00919	JOAN KOPANDA	383.13	25 JUN 96	PAYROLL
005561	00920	KROS, DIANE	541.03	25 JUN 96	PAYROLL
005562	00933	SHARON K. LEWIS	96.40	25 JUN 96	PAYROLL
005563	00947	DIANE M. OPOLSKI	139.52	25 JUN 96	PAYROLL
005564	00921	BONNIE POWELL	370.60	25 JUN 96	PAYROLL
005565	00941	ANNETTE M. PRATT	121.52	25 JUN 96	PAYROLL
005566	00950	JACKIE REAGAN	501.34	25 JUN 96	PAYROLL
005567	00944	LISA RUSHER	391.77	25 JUN 96	PAYROLL
005568	00917	SHARON SCHULENBERG	520.93	25 JUN 96	PAYROLL
005569	00924	EILEEN SPURGEON	60.85	25 JUN 96	PAYROLL
005570	00934	LYNN M. STALBAUM	131.23	25 JUN 96	PAYROLL
005571	00936	JACK STANDISH	310.89	25 JUN 96	PAYROLL
005572	00918	JILL TACHTIRIS	507.62	25 JUN 96	PAYROLL
005573	00951	SUSAN M. WAKELAND	94.98	25 JUN 96	PAYROLL
005574	00932	WEBSTER, RACHAEL D.	361.03	25 JUN 96	PAYROLL
005575	00927	WHITED, AMBER	324.62	25 JUN 96	PAYROLL
005576	00937	MARGARET M. WOODS	474.35	25 JUN 96	PAYROLL
005577	00935	LEANNE YORK	825.49	25 JUN 96	PAYROLL
014904	00964	BANK ONE	-4588.36	25 JUN 96	VOID PAYROLL VOUCHER #00788- TAX CALCULATION ERROR, 24 MA
014904	00965	BANK ONE	4588.36	25 JUN 96	FICA/FEDERAL TAX WITHHELD 24
014912	00796	4-COUNTY SUPPLY	27.00	10 JUN 96	WATER CLOSET REPAIR KIT
014913	00797	ACORDIA PERSONAL BENEFITS, I	1089.50	10 JUN 96	QTLY PREMIUM-BEEVER, HEEKE,
014914	00798	ALAN D. SHULTZ	20.00	10 JUN 96	"FAMILY HISTORIES" PROGRAM-
014915	00799	AMERICAN BUSINESS DIRECTORIE	322.00	10 JUN 96	1996/97 DIRECTORY
014916	00800	ANNE-MARIE EGAN	19.50	10 JUN 96	MILEAGE
014917	00801	AVC CORPORATION	94.00	10 JUN 96	SERVICE AGREEMENT-FIN.COMPUT
014918	00802	BAKER & TAYLOR	2997.84	10 JUN 96	BOOKS, A-V
014919	00803	BAKER & TAYLOR BOOKS	223.44	10 JUN 96	CONTINUATIONS-BOOKS
014920	00804	BEN FRANKLIN	17.52	10 JUN 96	CRAFT SUPPLIES-D&R
014921	00805	BETTY A. HUFF (PAS-TIME 800	876.56	10 JUN 96	BOOKS, A-V
014921	00909	BETTY A. HUFF (PAS-TIME 800	876.56	10 JUN 96	BOOKS, CASSETTES, BOOKS
014921	00908	BETTY A. HUFF (PAS-TIME 800	-876.56	10 JUN 96	CORRECT VOUCHER #00805
014922	00806	BLACK MAGAZINE AGENCY	19.95	10 JUN 96	MAGAZINE SUBSCRIPTION-WH

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 28 Jun 96

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014923	00807	CAMPBELL PRINTING COMPANY	204.00	10 JUN 96	LETTERHEAD STATIONERY & ENVE
014924	00808	CD ONE STOP	215.03	10 JUN 96	CD's
014925	00809	CHARLOTTE FAGEN	21.00	10 JUN 96	MILEAGE
014926	00810	CHICAGO TRIBUNE	104.22	10 JUN 96	NEWSPAPER SUBSCRIPTION
014927	00811	COLUMBIA PARK ZOO	250.00	10 JUN 96	SPEAKER-SUMMER READING PROG-
014928	00812	COURTHOUSE CENTENNIAL COMMIT	120.00	10 JUN 96	BOOKS
014929	00813	CUSTOM LAWN CARE	380.00	10 JUN 96	LAWN CARE-MAY-RENS.
014930	00814	DEMOTTE OFFICE SUPPLY	7.37	10 JUN 96	LABELS
014931	00815	DIANE OPOLSKI	5.50	10 JUN 96	MILEAGE
014932	00816	DEMCO	180.05	10 JUN 96	ORDER SLIPS,BK.POCKETS,LABEL
014933	00817	EDUCATORS PROGRESS SERVICE,	42.90	10 JUN 96	BOOKS
014934	00818	ELAINE WALING	11.00	10 JUN 96	MILEAGE
014935	00819	FOSTER BROWN	300.00	10 JUN 96	GUEST SPEAKER-SUMMER READING
014936	00820	GAIL JUNG	72.88	10 JUN 96	MILEAGE/PROF. MTG's
014937	00821	GOODWIN FIRE EQUIPMENT	26.00	10 JUN 96	FIRE EXTINGUISHER INSPECT.SE
014938	00822	GPN	54.90	10 JUN 96	VIDEOCASSETTE
014939	00823	GROLIER PUBLISHING COMPANY	63.56	10 JUN 96	BOOKS
014940	00824	HP PRODUCTS CORP.	305.81	10 JUN 96	VACUUM HOSE,M-FOLDS,CARPET C
014941	00825	INDIANA BASKETBALL HALL OF F	20.00	10 JUN 96	MAGAZINE SUBSCRIPTION
014942	00826	INFORMATION/REFERENCE GROUP	352.15	10 JUN 96	BOOKS
014943	00827	KANKAKEE VALLEY POST NEWS	16.00	10 JUN 96	CLASSIFIED AD-PAGE-WH.
014944	00828	KRYSTAL KLEAR	72.50	10 JUN 96	AIR FILTERS
014945	00829	LDDS WORLDCOM	857.76	10 JUN 96	DATA LINES & LONG DISTANCE C
014946	00830	LYNN DAUGHERTY	205.95	10 JUN 96	MILEAGE,PROF. MTG, LIB.SUPPL
014947	00831	MANPOWER	102.90	10 JUN 96	ASST.BOOKKEEPER-DATA ENTRY T
014948	00832	MANUFACTURERS' NEWS, INC.	113.95	10 JUN 96	DIRECTORY
014949	00833	MARSHALL CAVENDISH CORPORATI	82.36	10 JUN 96	BOOKS
014950	00834	MICHELLE HEEKE	42.00	10 JUN 96	MILEAGE
014951	00835	MIDWEST MICRO PERIPHERALS	7558.53	10 JUN 96	COMPUTERS/PRINTERS
014952	00836	MONTGOMERY KONE,INC.	343.60	10 JUN 96	ELEVATOR REPAIRS
014953	00837	NATHAN KOOY	10.00	10 JUN 96	GUTTER CLEANING-WH.
014954	00838	NETNITCO	67.50	10 JUN 96	INTERNET ACCESS-JUNE
014955	00839	NIPSCO	2659.96	10 JUN 96	UTILITIES-4/17 TO 5/17-DEMOT
014956	00840	NORTHWESTERN INDIANA TELEPHO	144.45	10 JUN 96	TELEPHONE-DEMOTTE
014957	00841	POST TRIBUNE	156.00	10 JUN 96	NEWSPAPER SUBSC-WH.
014958	00843	QUILL	845.25	10 JUN 96	COMP/TYPE RIBBONS,COPY/COMP.
014959	00844	REGENT BOOK CO., INC.	20.37	10 JUN 96	BOOKS
014960	00845	RENSSELAER REPUBLICAN	208.40	10 JUN 96	SUBSCRIPT.,CLASSIFIED ADS-R&
014961	00846	ROBERT SOUZA	55.00	10 JUN 96	MILEAGE-ILF CONF.
014962	00847	ROHAN SERVICE AGENCY OF SO.B	372.00	10 JUN 96	A.C. REPAIRS-RENS.
014963	00848	RUNYAN ROOFING, INC.	308.00	10 JUN 96	ROOF REPAIRS-R&W.
014964	00849	SAINT JOSEPH COLLEGE	151.95	10 JUN 96	WORK STUDY/SECOND SEM.-SANDR
014965	00850	SECURITY COURIERS CORP.	679.44	10 JUN 96	TRANSPORT SERVICE-MAY
014966	00851	STEWART'S/MBP	94.50	10 JUN 96	REPAIRS TO CREDENZA-WH.
014967	00852	T.C.& M., INC.	435.79	10 JUN 96	FLAGLIGHT & EXTERIOR LIGHT R
014968	00853	THOMAS T. BEELER, PUBLISHER	27.19	10 JUN 96	BOOK
014969	00854	THRASHER	10.00	10 JUN 96	MAG.SUBSCRIPTION-DEM.
014970	00855	THE TIMES	174.20	10 JUN 96	WH. ANNUAL NEWSPAPER SUBSCRI

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 28 Jun 96

PAGE 4

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
014971	00856	TIMESTEP PLAYERS	146.25	10 JUN 96	WHEATF.SUMMER READING PROG.S
014972	00857	TOWN & COUNTRY PAVING	1800.00	10 JUN 96	SEALING PARK.LOT-RENS.
014973	00858	TOWN OF DEMOTTE	40.72	10 JUN 96	SEWER SERVICE-APRIL 1996
014974	00859	TOWN OF WHEATFIELD SEWER WOR	41.05	10 JUN 96	SEWER SERVICE-WHEATF.-JUNE 1
014975	00860	TREASURER OF THE STATE OF IN	12.00	10 JUN 96	ROSTER OF STATE/LOCAL OFFICI
014976	00861	UNITED SUPPLY CO. INC.	82.50	10 JUN 96	CONSTRUCTION PAPER/SUPPLIES-
014977	00862	UNITED TELEPHONE COMPANY	41.23	10 JUN 96	TELEPHONE-MAY-WHEATFIELD
014978	00863	UPSTART	77.23	10 JUN 96	POSTERS/BOOKMARKS-SUMMER REA
014979	00864	VHPS	149.07	10 JUN 96	BOOKS
014980	00865	VIKING OFFICE PRODUCTS	256.96	10 JUN 96	COPY PAPER, COMP.RIBBONS
014981	00866	WAL-MART STORES, INC.	320.78	10 JUN 96	VIDEOS,CH.SUMMER READ. PROG.
ONSTR.FUND 014982	00867	INFRARED SPECIALITIES, INC.	400.00	10 JUN 96	SCAN/VIDEO OF DEMOTTE LIB.
014983	00904	BANK ONE	4878.31	10 JUN 96	FICA & FED.TAX WITHHELD 10 J
014984	00905	INDIANA DEFERRED COMPENSATIO	269.60	10 JUN 96	WITHHELD FROM PAYROLL 10 JUN DAUGHERTY,KOORY,KOPANDA,SCHUL
014985	00906	TEETERS CULLIGAN	9.95	10 JUN 96	COOLER RENTAL -WH.
014986	00911	JASPER COUNTY PUBLIC LIBRARY	150000.00	17 JUN 96	PURCHASE 60 DAY CD
014992	00913	MOLLY A. GATLIN	108.27	25 JUN 96	RE-ISSUE LOST PAYROLL CHECK
014993	00915	EILEEN SPURGEON	28.26	25 JUN 96	RE-ISSUE LOST PAYROLL CHECK
014994	00962	BANK ONE	-4675.61	25 JUN 96	VOID CHECK & A/P VOUCHER #00 TAX DEPOSIT ADJUSTMENT
014994	00952	BANK ONE	4675.61	25 JUN 96	FED & FICA TAX WITHHELD 25 J
014995	00953	INDIANA DEFERRED COMPENSATIO	269.60	25 JUN 96	WITHHELD FROM PAYROLL 25 JUN DAUGHERTY,KOORY,KOPANDA,SCHUL
014996	00954	INDIANA DEPARTMENT OF REVENUE	1622.69	25 JUN 96	STATE & COUNTY TAX WITHHELD
014997	00955	ACORDIA PERSONAL BENEFITS, I	331.06	25 JUN 96	QUARTERLY PREMIUM-REAGAN
014998	00956	BANK ONE, INDIANAPOLIS, NA	110232.50	25 JUN 96	INTEREST ON BOND
014999	00957	CITY OF RENSSELAER	2460.27	25 JUN 96	RENSSELAER UTILITIES- MAY 96
015000	00958	NIPSCO	444.16	25 JUN 96	WHEATFIELD UTILITIES-MAY 96
015001	00959	UNITED TELEPHONE COMPANY	808.78	25 JUN 96	WHEAT & RENS.TELEPHONE-JUN 9
015002	00963	BANK ONE	4672.26	25 JUN 96	FICA & FED TAX WITHHELD 25 J
--TOTAL AMOUNT OF CLAIMS--			465159.53		

ransferred \$13904.57 from Bank One Checking to DeMotte State Bank to satisfy State Depository Laws. Ck. #014988
ransferred \$ 9997.23 from Bank One Checking to First of America Bank to satisfy State Depository Laws. Ck. #014987
ransferred \$ 5758.80 from Bank One Checking to Indiana Federal Bank for Savings to satisfy State Depository Laws. Ck. #014989
ransferred \$ 5357.99 from Bank One Checking to NBD Bank to satisfy State Depository Laws. Ck. #014990
ransferred \$ 1733.45 from Bank One Checking to Pinnacle Bank to satisfy State Depository Laws. Ck. #014991

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 465159.53. Dated 08 JUL 96.

_____	_____
_____	_____
_____	_____
_____	_____

[illegible]

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 02 Jul 96

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015003	00966	ACORDIA OF CENTRAL INDIANA,	2455.00	02 JUL 96	PUBLIC OFFICIAL LIABILITY RE
015004	00967	ACORDIA PERSONAL BENEFITS, I	298.73	02 JUL 96	QTLY. PREMIUM-EISELE
015005	00968	ASSOCIATED LIBRARIES, INC.	1421.60	02 JUL 96	BOOKS
015006	00969	AVC CORPORATION	94.00	02 JUL 96	FIN. SERVICE AGREEMENT-JULY
015007	00970	BAKER & TAYLOR	2910.08	02 JUL 96	BOOKS, AV, GIFT BOOKS
015008	00971	BAKER & TAYLOR ENTERTAINMENT	95.60	02 JUL 96	VIDEO'S AND VIDEO CASES
015009	00972	BEN FRANKLIN	41.09	02 JUL 96	CRAFTS-SUMMER READING
015010	00973	BETTY A. HUFF (PAS-TIME BOO	461.18	02 JUL 96	BOOKS
015011	00974	CUSTOM LAWN CARE	190.00	02 JUL 96	LAWN MAINTENANCE-RENS.
015012	00975	DEMCO	13.61	02 JUL 96	BOOK JACKETS
015013	00976	DEMOTTE OFFICE SUPPLY	10.45	02 JUL 96	RECEIPT BOOK-HIGHLIGHTERS
015014	00977	DUMAS & MORIARTY	358.65	02 JUL 96	PHONE CONSULTS-4/2 TO 5/29/9
015015	00978	FACTS ON FILE	66.60	02 JUL 96	BOOKS
015016	00979	FACTS ON FILE NEWS SERVICES	645.00	02 JUL 96	TODAY'S SCIENCE ON FILE-SUBS
015017	00980	FASE'S	68.95	02 JUL 96	CUMPUTER CABLES-SWITCHBOX-RE
015018	00981	FASE'S	52.50	02 JUL 96	REDOUT-DEMOTTE
015019	00982	FAS-TRACK COMPUTER PRODUCTS	68.85	02 JUL 96	MICROSOFT WORKS LICENSE-REN.
015020	00983	GAIL JUNG	21.79	02 JUL 96	DEMOTTE PETTY CASH
015021	00984	GAIL JUNG	49.10	02 JUL 96	REN. PETTY CASH-PAPER CUPS-D
015022	00985	HAMSTRA BUILDERS, INC.	216.07	02 JUL 96	REPAIRS TO WATER PIPE,SEWER
015023	00986	GAYLORD BROS.	208.95	02 JUL 96	SCANNER CABLES,GALAXY HARDWA
015024	00987	GOODWIN FIRE EQUIPMENT	18.00	02 JUL 96	FIRE EXT'S INSPECTED-DEMOTTE
015025	00988	GROLIER PUBLISHING COMPANY	21.50	02 JUL 96	BOOKS
015026	00989	HIGHSMITH CO. INC.	605.86	02 JUL 96	CONTACT PAPER/TAPE DISPENSER
015027	00990	HP PRODUCTS CORP.	307.60	02 JUL 96	TP/STRIDE/M-FOLD/ACCLAIM/TRA
015028	00991	INDIANA DEPT.OF WORKFORCE DE	644.92	02 JUL 96	UNEMPLOYMENT COMPENSATION
015029	00992	INDIANA STATE LIBRARY	40.00	02 JUL 96	PLAC CARDS-DEMOTTE
015030	00993	INFORMATION/REFERENCE GROUP	75.12	02 JUL 96	BOOKS
015031	00994	JACKIE REAGAN	62.96	02 JUL 96	CRAFTS/SUMMER READING-MILEAG
015032	00995	JULIE EISELE	9.50	02 JUL 96	MILEAGE
015033	00996	KANKAKEE VALLEY POST NEWS	70.77	02 JUL 96	SUBSCRIPTION-DE,WH-ADD. APPRO
015034	00997	LDDS WORLDCOM	894.74	02 JUL 96	LONG DIST.CARRIER/DATA LINES
015035	00998	LISA RUSHER	48.75	02 JUL 96	MILEAGE-INDPLS. IMCPL-WORKSH
015036	00999	LYNN DAUGHERTY	34.85	02 JUL 96	MILEAGE-POSTAGE
015037	01000	MARGE HOHNER	13.00	02 JUL 96	MILEAGE BOARD MEETING
015038	01001	MICHELLE HEEKE	26.00	02 JUL 96	MILEAGE-POSTAGE FOR MODEM RE
015039	01002	NATIONAL AUTOMOBILE DEALERS	87.00	02 JUL 96	SUBSCRIPTION-DE,WH
015040	01003	NATIONAL GEOGRAPHIC SOCIETY	13.90	02 JUL 96	BOOKS
015041	01004	NETNITCO	67.50	02 JUL 96	INTERNET SERVICE
015042	01005	NIPSCO	3046.54	02 JUL 96	UTILITIES-DEM. 5/17 TO 6/18/
015043	01006	NORTHWESTERN INDIANA TELEPHO	139.22	02 JUL 96	TELE SERV-DEM. JUL '96
015044	01007	ON CUE #6106	59.44	02 JUL 96	VIDEO'S
015045	01008	PEGGY WOODS	4.75	02 JUL 96	MILEAGE
015046	01009	PHILIP N. HOWARD	110.00	02 JUL 96	LAWN CARE-WH./CLEAN GUTTERS-
015047	01010	POST TRIBUNE	156.00	02 JUL 96	DEM. NEWSPAPER SUBSCRIPTION-A
015048	01011	POSTMASTER GENERAL	880.00	02 JUL 96	2000-32s;200-20s;100-#1;200-
015049	01012	PRECISION CONTROL SYSTEMS, I	2751.25	02 JUL 96	3rd QTR.MTNCE./REPAIRS-DEM.&
015050	01013	PUBLIC EMPLOYEES' RETIREMENT	8188.49	02 JUL 96	SECOND QUARTER PAYMENT-1996

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 02 Jul 96

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015051	01014	QUALITY BOOKS INC.	5684.50	02 JUL 96	BOOKS
015052	01015	QUILL	172.66	02 JUL 96	TAPE-COPY PAPER-FILE FOLDERS
015053	01016	RENSSELAER REPUBLICAN	158.27	02 JUL 96	CLASSIFIED AD-PS ASST./ADD.
015054	01017	ROHAN SERVICE AGENCY OF SO.B	1505.00	02 JUL 96	A.C. REPAIRS-DEMOTTE
015055	01018	SCHULTZ TV & ELECTRONICS	38.50	02 JUL 96	VCR REPAIR-DEMOTTE
015056	01019	SECURITY COURIERS CORP.	536.40	02 JUL 96	TRANSPORT SERVICE-6/7 THRU 6
015057	01020	STANDARD & POOR'S CORP.	2796.68	02 JUL 96	STK/BOND GDE-WH:S&P REG/INV.
015058	01021	STEVENS PUPPETS	175.00	02 JUL 96	SUMMER RDG.PROG-RENS.PROF. S
015059	01022	SUNLAND BOOKS, INC.	1999.18	02 JUL 96	BOOKS
015060	01023	TEETERS CULLIGAN	34.70	02 JUL 96	WATER & COOLER RENTAL-WH.
015061	01024	TEXAS STATE LIBRARY	9.62	02 JUL 96	BOOK
015062	01025	TOWN OF DEMOTTE	40.72	02 JUL 96	SEWER SERVICE-MAY-DEM.
015063	01026	TOWN OF WHEATFIELD SEWER WOR	41.05	02 JUL 96	SEWER SERVICE-WHEATFIELD-JUL
015064	01027	TYSEN'S COUNTRY GROCERY, INC	57.46	02 JUL 96	CHILDREN'S PROG-DEM.; PLEDGE
015065	01028	USA TODAY	238.00	02 JUL 96	ANNUAL NEWSPAPER SUBSC.-RENS
015066	01029	VHPS	72.00	02 JUL 96	BOOK
015067	01030	WALGREEN'S	15.98	02 JUL 96	BLANK VIDEO CASSETTE CASES-S
015068	01031	WAL-MART STORES, INC.	177.03	02 JUL 96	VIDEOS,CDs, CRAFT SUP.-RENS.
015069	01032	WALSTRA FINE CUT	132.00	02 JUL 96	LAWN MOWING-DEMOTTE-MAY 1996
015070	01033	YVONNE BEEVER	20.50	02 JUL 96	MILEAGE
015071	01034	BAKER & TAYLOR BOOKS	464.69	02 JUL 96	CONTINUATIONS-BOOKS

--TOTAL AMOUNT OF CLAIMS-- 42495.40

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 2 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 42495.40. Dated 08 JUL 96.

_____	_____
_____	_____
_____	_____
_____	_____

AUG

AGENDA

Jasper County Public Library Board of Trustees
Monday, August 12, 7:00 PM
Rensselaer Library

Purpose

Opening of meeting

- A. Moment of silence
- B. Budget hearing (R 21)
- C. Approval of agenda format

Action

Approval of Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. Salary ordinance update(R 11)
- D. Policy Review (R 7 - R 10)
- E. Workshop attendance (R 22)
- F. IVAN contract (R 22-23, R 15-18)
- G. Wheatfield meeting room use request (R 25)
- H. Electronic transfer of payroll taxes (R 21)

General Business

- A. Wheatfield Library: Report
- B. Wheatfield Library: Planning for the future (R 19, R 25)
- C. Building problem update (R 22)
- D. Staff anniversaries (R 21)
- E. Technology grant proposals (R 23)

Information

Discussion

Action

Action

Action

Director's Report (R 21 - R 26)

Information

Items for future Agendas

Public Forum

Adjournment

MINUTES.....July 8, 1996
Jasper County Public Library Board Of Trustees Monthly Meeting 7:00 PM

Present: Robert Souza, Barbara Leestma, Wilbur Doty, Mary Duggleby, Anne-Marie Egan, Patrick O'Rourke, Mary Linda Casey, Lynn Daugherty.

President Souza introduced Pat O'Rourke, our newest member to the Library Board.

ADDITIONAL APPROPRIATION HEARING and RESOLUTION:

There being no citizens present for the hearing, a motion offered by W. Doty, seconded by B. Leestma, was approved by the board for an additional appropriation in the amount of \$38,000 for the State Technology Grant. Vote was unanimous.

1. AGENDA FORMAT: B. Leestma moved to approve the Agenda Format. W. Doty seconded the motion. All were in favor.

2. CONSENT AGENDA: On a motion by A-M Egan, seconded by W. Doty, the June Minutes, Bills/Financial Reports, Salary Ordinance, Public Records Policy, Public Relations & Public Information Policy, Circulation Policy, and Workshop Attendance requests were unanimously approved.

3. RENSSELAER LIBRARY GOALS: Librarian Michelle Heeke reported that her main 1996-1997 objective is to concentrate on attracting the business community to the services the library can offer by enlarging our business and investment resources. In the Youth Services Department, Jackie Reagan, will focus on attracting the young adult population. She felt by brainstorming with local youth, she could present programs directed toward their interests. She already has brought the young adult biographies into the YA Room, and will be subscribing to more magazines geared to that age group. The board gave their enthusiastic support to these goals.

4. GRANT APPLICATION: The board voted to apply for the second phase of the Technology Grant so we can purchase the 56kb access communications line and five public access workstations to replace "dumb" terminals on a motion by W. Doty and seconded by A-M Egan. Motion passed 7-0.

5. 1997 BUDGET: On behalf of the Budget Committee, W. Doty recommended that \$20,000 be added to the budget presented, bringing the total amount to \$1,197,621. Through discussion the board agreed to increase 3.14 (Other Professional Services) by \$5000 for speaker fees, 3.94 (Transfer to LIRF) by an additional \$5000, and 4.51 (Books) with an increase of \$10,000. W. Doty moved to advertise the 1997 Operating budget in the amount of \$1,197,621, the LIRF budget for \$65,128, and Bond & Interest Redemption budget for \$433,815. M. Duggleby seconded the motion. Vote was unanimous.

6. **BUILDING PROBLEM UPDATE:** The board requested that the Director and our attorney meet with the architect, engineer, and contractors and demand an itemized account of what measures need to be taken, by whom they will be taken and on what time schedule they will be completed. This itemized account must be presented to the Library within 30 days of the meeting and the schedule adhered to. In the event this does not happen, the Library will hire other persons to resolve the problems and then go back to the original responsible parties for expense reimbursement. This action was approved on a motion by W. Doty, seconded by A.M. Egan.

7. **NILBA DINNER:** Porter County Public Library will host NILBA dinner on July 31 at Milan's Banquet Center. R. Souza, M/M O'Rourke, and L. Daugherty will be attending.

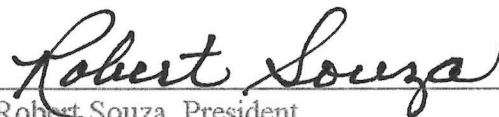
8. **BOARD MEETING DATES:** In order to accommodate all of the board members, the balance of the 1996 board's meetings originally scheduled on Tuesday evenings beginning on August 27th, will be changed back to Monday nights. Local media will be contacted.

9. **BUILDING MAINTENANCE:** The board noted that pruning is needed at DeMotte and Wheatfield Libraries and at Rensselaer weeding and watering is needed.

10. **AGENCY REPORTS.** The Board expressed appreciation for the report from Rensselaer Agency Librarian and Children's Specialist. They asked that a similar presentation be made by the Wheatfield staff at the September meeting in Wheatfield. They further asked for a report from the Technical Services Department in October and the DeMotte staff in November.

With no other business, A-M Egan moved, seconded by B. Leestma, to adjourn at 8:10 PM.


Attest: Barbara Leestma, Secretary


Robert Souza, President

CIRCULATION STATISTICS

	DEMOTTE					RENSSELAER					WHEATFIELD					SYSTEM		
	Added		Withdrew		CIRC- ULA- TION	Added		Withdrew		CIRC- ULA- TION	Added		Withdrew		CIRC- ULA- TION	TOTAL: CIRCULA- TION		
	V	T	V	T		V	T	V	T		V	T	V	T				
	O	I	O	I		O	I	O	I		O	I	O	I				
	L	T	L	T		L	T	L	T		L	T	L	T				
	U	L	U	L		U	L	U	L		U	L	U	L				
	M	E	M	E		M	E	M	E		M	E	M	E				
	E	S	E	S	E	S	E	S	E	S	E	S						
July 1996			S			S		S			S		S					
XX																		
ADULT BOOKS																		
Fiction	107	62	0	0	2162	67	49	3	2	2488	95	67	193	155	835	5485		
Nonfiction	150	110	2	1	1563	131	71	16	10	1443	67	43	17	4	558	3564		
CHILDREN'S BKS																		
Fiction	147	121	0	0	2851	55	49	9	6	2091	106	81	0	0	710	5652		
Nonfiction	24	21	1	1	781	15	12	0	0	753	57	43	244	146	211	1745		
MAGAZINES, ADT					1001						481						242	1724
MAGAZINES, CH					99						47						22	168
GRAPHIC MAT'L						0	0	19	19	15	0	0	0	0	1	16		
MICROFORMS																0		
SOUND RE/ADUL	1	1	0	0	375	4	4	31	30	462	0	0	0	0	257	1094		
SOUND REC., CH	0	0	0	0	81	0	0	0	0	126	0	0	0	0	43	250		
CD ROM SWFTW	0	0	0	0		0	0	0	0		0	0	0	0		0		
SOFTWARE									0	0							0	
VERTICAL FILE					212					87							299	
VHS	11	11	2	2	723	20	13	6	0	975	10	9	11	9	480	2178		
EQUIPMENT					1					6							7	
TOTAL	440	326	5	4	9849	292	198	84	67	8974	335	243	465	314	3359	22182		
XX																		
PERCENT INCREASE/DECREASE					8.3%					15.0%					4.2%			
END OF MONTH:					DEMOTTE					RENSSELAER					WHEATFIELD			
Total Materials Owned					35053					48108					25526			
Total Titles Owned					32765					44439					23386			
Daily Avg Circulation					379					345					129			
XX																		
MONTHLY SYSTEM STATISTICS					1995					1996					% change			
Circulation					20117					22182					10%			
Jan. to date circulation					155053					164478					6%			

WHEATFIELD COLLECTION

MONTH START		MONTH END	
V	T	V	T
O	I	O	I
L	T	L	T
U	L	U	L
M	E	M	E
E	S	E	S
S		S	

[illegible]

ADULT BOOKS

9586	9546	9693	9608	10775	10597	10839	10644	7687	7566	7589	7478	Fiction
11319	9543	11467	9652	17228	15436	17343	15497	6719	5146	6769	5185	Nonfiction

CHILDREN'S BKS

7195	7135	7342	7256	9279	8881	9325	8924	5598	5516	5704	5597	Fiction
4544	4415	4567	4435	6904	6544	6919	6556	3432	3253	3245	3150	Nonfiction

0 0 MAGAZINES, ADLT
0 0 MAGAZINES, CH

2	2	2	2	387	175	368	156	3	3	3	3	GRAPHIC MAT'L
---	---	---	---	-----	-----	-----	-----	---	---	---	---	---------------

0 0 0 0 0 0 0 0 0 0 MICROFORMS

1032	888	1033	889	2097	1540	2070	1514	1386	1241	1386	1241	SOUND REC,ADULT
137	137	137	137	182	182	182	182	41	41	41	41	SOUND REC., CH
6	3	6	3	14	9	14	9	4	4	4	4	CD ROM SOFTWARE
4	2	4	2	88	24	88	24	112	57	112	57	SOFTWARE
										0	0	VERTICAL FILE
793	772	802	781	946	920	960	933	674	630	673	630	VHS
0		0	0	0		0	0			0	0	EQUIPMENT

[illegible]

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
July 1996

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REGISTRATIONS				
Borrowers--Beginning of month:	6342	6546	2642	15530
Borrowers--End of month:	6399	6600	2666	15665
Non-resident, paying	34	42	1	77
PLAC card users	1	2	0	3
Reciprocal borrowers	145	72	9	226
XX				
INTRALIBRARY LOANS FILLED	132	173	57	362
LOCAL HISTORY				
In person	2	32		34
Letters written		6		6
IN-HOUSE USE - HARDWARE/SOFTWARE				
Computer agreements	7	139	14	160
Computer software used	7	158	16	181
VCR Use	4	8		12
Microforms		64		64
CD ROM software used		17		17
Public use of FAX service	10	23		33
Typewriter use	1	2		3
Other equipment used		2		2
OTHER LIBRARY SERVICES USED				
Walking book visits	4	6		10
Notarized documents	5			5
Meeting Room Use (number of groups)	30	22	5	57
Study room use	5	11	15	31
Ref book/vf copies made	71		6	77
XX				
INTERLIBRARY LOANS				
Requests made for:	45	46	3	94
Items rec'd for:	46	45	10	101
Items outstanding:	-1	1	-7	-7
Items from Indiana libraries	39	36	10	85
Items requested by other libraries				0
Items supplied to other libraries				0
Info requests answr'd for other libraries				0
Info sent to other libraries				0

CIRCULATION BY ITEM FINE CODE

July 1996

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	49	54	16	119
100 (1)	51	70	22	143
200 (2)	46	39	18	103
300 (3)	185	173	76	434
400 (4)	14	11	4	29
500 (5)	84	48	13	145
600 (6)	533	438	192	1163
700 (7)	272	270	92	634
800 (8)	42	39	12	93
900 (9)	164	172	65	401
B (10)	77	80	45	202
j000 (11)	7	12	3	22
j100 (12)	6	23	2	31
j200 (13)	15	14	5	34
j300 (14)	74	80	17	171
j400 (15)	11	13	0	24
j500 (16)	236	220	76	532
j600 (17)	95	72	35	202
j700 (18)	194	229	44	467
j800 (19)	41	18	9	68
j900 (20)	64	51	17	132
jB (21)	38	21	3	62
FIC (22)	1451	1706	516	3673
yaFIC (23)	63	116	59	238
LARGE PRINT (24)	46	42	19	107
jFIC (25)	442	463	182	1087
jE (26)	1203	1193	387	2783
jER (27)	617	230	76	923
Magazines (28)	1001	481	242	1724
Games/Toys (29)	0	15	0	15
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	175	246	43	464
jCassettes (33)	76	103	42	221
Compact Discs (34)	197	211	213	621
jCompact Discs (35)	2	3	0	5
Sound Recordings (36)	3	5	1	9
jSound Recordings (37)	3	20	1	24
Software (38)	0	0	0	0
Vertical File (39)	212	87	0	299
Equipment (40)	1	6	0	7
yapFIC (41)	406	193	99	698
jpFIC (42)	589	205	65	859
Reference (43)	46	49	3	98
Genealogy (44)	0	0	0	0
jMagazines (45)	99	47	22	168
VHS (46)	723	975	480	2178
Free reads	196	418	142	756
Puzzles			1	1
Talking books		13		13
Assignment shelf books				0
TOTAL	9849	8974	3359	22182

CIRCULATION BY PATRON CODE
July 1996

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	717	7.6%	857	10.2%	297	9.2%	1871	8.9%
Adult Female (1)	5257	55.9%	4376	52.1%	1906	59.3%	11539	54.9%
Juvenile 0-11 (2)	2282	24.3%	1525	18.1%	492	15.3%	4299	20.5%
YA 12-17 (3)	452	4.8%	462	5.5%	279	8.7%	1193	5.7%
Nonresident No Fee (4)	57	0.6%	299	3.6%	5	0.2%	361	1.7%
Board/Staff (5)	261	2.8%	525	6.2%	234	7.3%	1020	4.9%
School (6)	0	0.0%	23	0.3%	0	0.0%	23	0.1%
St. Joseph College (7)	0	0.0%	39	0.5%	0	0.0%	39	0.2%
State Library Card (8)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee (9)	105	1.1%	144	1.7%	0	0.0%	249	1.2%
Corporate (10)	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal (11)	268	2.9%	153	1.8%	0	0.0%	421	2.0%
Total	9399		8405		3213		21017	
Total items borrowed by nonresidents	430	4.6%	658	7.8%	5	0.2%	1093	5.2%

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
July 1996

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	5	2	2	9
Number attending	325	69	25	419
YA Programs (14-17)		1		1
Number attending	3	9		12
Adult Programs		6		6
Number attending		54	7	61
Senior Citizen Programs				0
Number attending		6		6
 TOTAL NO. OF PROGRAMS	 5	 9	 2	 16
TOTAL PERSONS ATTENDING	328	138	32	498

MEMORANDUM

Policies for Consideration in August:

**Art Exhibit and Display Case Use Policy
Bulletin Board Policy**

The Policy Committee is recommending no changes to the **Art Exhibit and Display Case Use Policy**.

The Policy Committee recommends that the **Bulletin Board Policy** be amended to add the words "and pamphlet racks in our foyers" to the first sentence of the policy. All other sections of the Bulletin Board Policy would remain unchanged.

Vote: To approve the Bulletin Board Policy with the recommended change, and to approve the Art Exhibit and Display Case Use Policy in its present form, as recommended by the Policy Committee.

ART EXHIBIT AND DISPLAY CASE USE POLICY

The Jasper County Public Library provides limited space for display of original works of art and crafts as well as display of private collections. Such exhibits are encouraged as a cultural expression of local community activity.

The use of the Library facilities for exhibits or displays is not a right but a privilege which is subject to review by an Exhibit Committee. This committee of library staff persons must approve any art work or collection before it can be displayed and will determine the most appropriate location for the exhibit.

Persons wishing to exhibit their work must submit the attached application to the Exhibit Committee.

Collection displays or art exhibits may be shown at the library for 60 day periods of time. The Library reserves the right to change, reschedule or cancel exhibits when necessary.

No prices, sale notices nor advertising other than the artist's name, address and phone number may be affixed to artistic pieces.

The Library is not responsible for loss or damage incurred while the exhibited items are in the library. All items placed in the Library are placed there at the owner's risk.

8/94; reviewed 8/95

BULLETIN BOARD POLICY

JCPL bulletin boards *and pamphlet racks in our foyers* serve as a medium of communication between the Library and the public and serve to promote the Library.

While first considerations are given to needs of the Library, notices of nonprofit civic, cultural, or educational organizations may be accepted for display as space permits. Political or commercial advertisements shall not be accepted for display. Posters and notices may not be larger than 8 1/2" by 11".

Individuals or nonprofit groups may advertise items or services for sale as space permits. These notices must be no larger than 3" by 5" in size and will be allowed to remain posted for only one week.

Notices need approval by the Library prior to posting. The Library reserves the right to determine what shall be exhibited.

All notices and displays are posted at the risk of the person or group, and the Library bears no responsibility for the content, for damage to notices or for their unauthorized removal from the display areas.

Containers for contributions may not be placed in the Library.

Questions concerning the posting of any specific notice, poster or other material should be referred to the Agency Librarian who may consult with the Director when necessary.

8/94; rev. 8/95

Salary Ordinance 1996

Rev. 8/96

Name	Classification	Present Hrly Wage	Hrs Worked	Library	Raise/resign	Start date
Brown, Amy	Page	4.75/5.00	10	R	Resign 7/15	6/21/95
Colvin, Valerie	Page	\$4.50/\$4.75	10	R	raise 10/1	5/15/96
Hesterman, Sandra	Clerk	\$5.00	10	W	Raise 1/1/97	6/17/96
Howard, Rose	Janitor	\$8.22	32	D,W		6/28/86
Mays, Kristine	Page	\$4.50/\$4.75	10	R	Raise 10/1	7/23/96
Mooney, Lori	Page	\$4.50/\$4.75	10	W		8/7/96
Vis, Ginger	Janitor	\$6.50	12	D,W		7/23/96
Wakeland, Susan	Page	\$4.50/\$4.75	10	R	Raise 10/1	6/1/96

Amy Brown resigned 7/15.

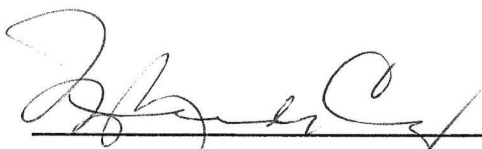
Valerie Colvin and Susan Wakeland will have raises effective 10/1/96 rather than later in the year, because of the new minimum wage law.

Sandi Hesterman has been moved from a page to a clerk position at Wheatfield.

Rose Howard decreased her hours from 40 hrs per week to 32 hrs per week.

Ginger Vis will carry the 8 hours from Rose plus work four additional hours per week. She has been working about 4 hours per week doing extra work which Rose did not have time for, but in the past worked as an independent contractor rather than an employee.

Kristine May is a new page at Rensselaer. Lori Mooney will begin as a page at Wheatfield when Lynn Stalbaum resigns to attend college.



 Mary S. Duggleby

 William D. Doherty

 Patrick O'Rourke



JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
Week of July 8 - July 13, 1996

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
REFERENCE QUESTIONS				
Telephone: Directional	81	146	90	317
Telephone: Reference	92	82	62	236
In-person: Directional	80	171	117	368
In-person: Reference	105	157	71	333
Total	358	556	340	1254

Monthly Equivalent for July 1996

REFERENCE QUESTIONS				
Telephone: Directional	351	633	390	1374
Telephone: Reference	399	355	269	1023
In-person: Directional	347	741	507	1595
In-person: Reference	455	680	308	1443
Total	1551	2409	1473	5434

Monthly Equivalent for July 1995

REFERENCE QUESTIONS				
Telephone: Directional	442	413	225	1080
Telephone: Reference	513	325	154	992
In-person: Directional	554	525	354	1433
In-person: Reference	746	433	196	1375
Total	2255	1696	929	4880

**INDIANA VISUAL & AUDIO NETWORK
BRINGS YOU
A CIRCULATING CD-ROM
COLLECTION**

EACH PACKAGE CONTAINS 15 CD-ROM PROGRAMS:

**5 REFERENCE CD'S
5 CHILDREN'S CD'S
5 ENTERTAINMENT CD'S**

**FOR THE FIRST YEAR PAYMENT OF \$1000, MEMBER LIBRARIES RECEIVE
6 PACKAGES FOR A TOTAL OF 90 ITEMS.**

**BASED ON AN AVERAGE COST OF \$50 PER CD ROM, THE LIBRARY HAS THE USE OF OVER
\$4000 WORTH OF SHELF READY MATERIALS PER YEAR.**

RENEWAL COST IS \$500

**ROTATION YEAR BEGINS IN FEBRUARY. EACH PACKAGE IS KEPT FOR TWO MONTHS
& THEN SENT TO THE NEXT LIBRARY IN THE ROTATION.**

MEMBERS ARE NOT REQUIRED TO HAVE COMPUTER HARDWARE.

THE MATERIALS ARE FOR HOME OR NON-NETWORK LIBRARY USE.

**LIBRARY PATRONS AND STAFF CAN PREVIEW A WIDE VARIETY OF CD-ROM MATERIALS AND MAKE
INFORMED DECISIONS ABOUT PURCHASE.**

IVAN IS A LIBRARY SERVICES AUTHORITY PROVIDING AUDIO VISUAL SERVICES TO
INDIANA LIBRARIES FOR OVER 30 YEARS.

**CONNIE A. PATSINER, EXECUTIVE DIRECTOR
6201 LA PAS TRAIL
SUITE # 280 INDIANAPOLIS IN 46268**

PHONE & FAX (317) 329 9163

INDIANA VISUAL AND AUDIO NETWORK
LIBRARY SERVICES AUTHORITY

AGREEMENT

This agreement, made and executed this ____ day of _____,
19 ____ by and between the Indiana Visual and Audio Network Library
Services Authority, hereinafter "IVAN" and _____
_____, hereinafter "Qualified Entity".

WITNESSETH

WHEREAS IVAN is an organization of library services authority
established pursuant to I.C. 20-14-8 to provide Audio Visual Services
for its members;

WHEREAS, Qualified Entity is in fact a qualified entity as the
term is defined in I.C. 20-14-8-1(a);

WHEREAS, Qualified Entity represents that:

- (1) it has adopted by resolution, ordinance, order,
statement of participation, or other recorded act, the
joint library services agreement;
- (2) it shall provide for its pro rata share, if any, of the
IVAN budget for the fiscal year in which the Qualified
Entity joins IVAN;
- (3) it shall meet all conditions provided in the By-Laws or
in the rules of IVAN.

If the qualified entity is a private corporation or
organization and its participation would create the same
number or more private participants than other participants
in the library services authority, then its participation
does not take effect until there are sufficient other
participants, after the admission of the applicant, to comply
with section 2(a) of I.C. 20-14-8-2(a).

WHEREAS, the Qualified Entity is desirous of joining IVAN for the
provision of audio-visual services as stated herein; and

WHEREAS, IVAN is agreeable to the rendering of such services on the terms and conditions set forth in the By-Laws and the Rules and Regulations of IVAN and as provided herein; and

WHEREAS such agreements are authorized and provided for by I.C. 20-14-9.

NOW THEREFORE, it is mutually understood and agreed that IVAN will render audio-visual services to the Qualified Entity under the terms for service as stated in the IVAN By-Laws, as revised November 12, 1992 and under its Rules and Regulations.

IT IS FURTHER mutually agreed and understood that the Qualified Entity will administer such services provided to them by IVAN in accordance with the IVAN By-Laws and Rules and Regulations.

IT IS FURTHER mutually understood and agreed that:

Any Qualified Entity that is a participant in IVAN may withdraw from IVAN by any recorded act of that Qualified Entity:

- (1) after the Qualified Entity has made provision for the payment and performance of its obligations to IVAN, and
- (2) upon notification to IVAN, six (6) months before the end of the service year in which it is participating in IVAN, that it is discontinuing its participation in IVAN.

Upon discontinuing participation in IVAN, the discontinuing Qualified Entity relinquishes its rights to any funds, supplies, materials, equipment or other real or personal property held by or belonging to IVAN and in which the Qualified Entity had a right by virtue of its participation, unless provision to the contrary is made by the official action of the Board of Directors of IVAN.

Upon receipt of notification to discontinue participation and the satisfaction of all obligations by the withdrawing Qualified Entity, the Board of Directors of IVAN shall officially note the withdrawal and shall file notice of the resulting change in the joint agreement:

- (1) in the Office of the Recorder of the county in which IVAN's principal place of business is located; and
- (2) with the Indiana State Library.

Written notice of said discontinuance by a Qualified Entity must be received by IVAN no later than September 30th of the year preceding IVAN's next service year (beginning February 15, April 1 or May 1).

In the event a Qualified Entity withdraws from IVAN in a manner not in conformity with this agreement and I.C. 20-14-8-6 said Qualified Entity shall continue to be liable for any and all dues and assessments for the next fiscal year of IVAN but shall not be entitled to the use of the IVAN facilities or services.

IT IS FURTHER understood and agreed that the Qualified Entity is entitled to representation, and is required to appoint an official representative on the IVAN Board of Directors in accordance with the By-Laws of IVAN and I.C. 20-14-8-7(a).

IN WITNESS WHEREOF, The Indiana Visual and Audio Network Library Services Authority and _____ have caused this contract to be executed this _____ day of _____, 19____.

Membership(s) contracted for the 1997-98 service year: Please indicate the number of packages:

BOOKS-VIA-TAPE _____ / BUSINESS PACKAGE _____ / COMPACT DISCS _____ /
CD-ROM _____ / GENRE VIDEO PACKAGES _____ / VIDEO PACKAGES _____ / .

INDIANA VISUAL AND AUDIO NETWORK LIBRARY SERVICES AUTHORITY

(By President IVAN)

Katherine Spurgeon
President, IVAN

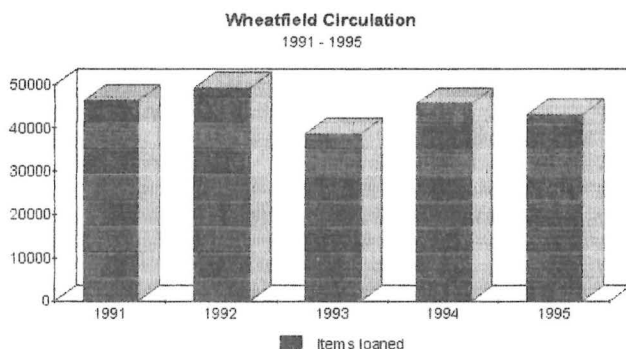
(Name of Qualified Entity)

(Signature, Board President of Qualified Entity)

(Name and position typed)

WHEATFIELD LIBRARY:

Circulation



Since 1991, Wheatfield circulation has decreased by 3,155. It appears to have increased substantially in 1992, when the DeMotte Library was closed for 3 months. In the next year, it decreased substantially, possibly because users enjoyed "trying out" the newer DeMotte facility. In the next years, it came out of its deep slump, but never regained the circulation obtained in 1991.

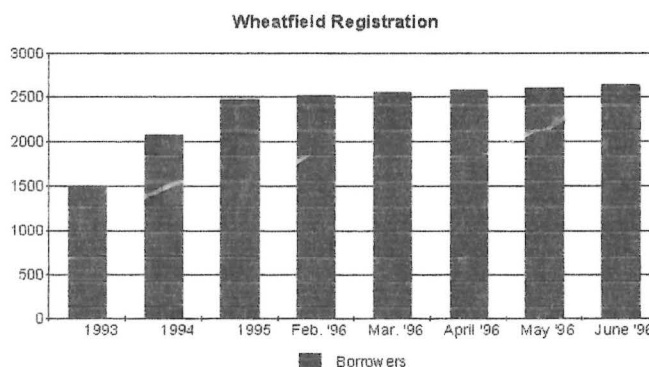
Although in June 1996, circulation rose 16% above the same month in 1995, overall circulation for the first 6 months of 1996 is down 10% from the first six months of 1995.

In contrast, both DeMotte and Rensselaer have shown an increase in circulation from 1991 to 1995. DeMotte has increased 18,517 and Rensselaer has increased 15,692.

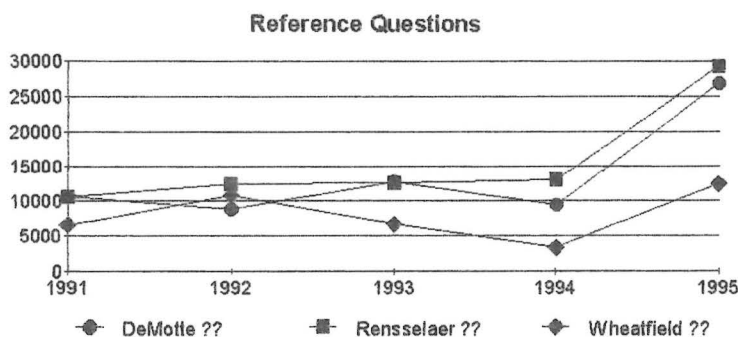
Registration

The old borrower's library card expired after 5 years. Thus the 1991 registration count included 5 years' worth of registrations. In February 1993, we discarded all old registration records and started over. The new cards expire after 3 years. Therefore, we could not fairly compare figures until February 1996, when our registration records swelled for 3 years without expirations.

In 1991, JCPL had 13,451 registered borrowers. Presently we have 15,530, a 15.5% increase. At the present time, Wheatfield has 17% of the total registered borrowers, DeMotte 41% and Rensselaer 42%. These percentages have been fairly constant each year. DeMotte and Wheatfield registrations have grown 6% since the beginning of 1996. Rensselaer's have grown about 4%.



Reference Questions have increased greatly. This is partly due to a more accurate



way of tallying questions asked, and partly due to an increase in the number of questions. DeMotte shows a 152% increase over 1991, Rensselaer a 175% increase, and Wheatfield an 88% increase. In the last three years, DeMotte has handled about 39% of the questions, Rensselaer 44% and Wheatfield 17%.

JCPL FINANCIAL STATEMENT

JULY 31, 1996

	<u>Beginning 1996 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$371,628.76	\$54,573.85	\$334,682.48	\$83,342.76	\$529,514.25	\$176,796.99
Investments \$80,000.00						
Public Library Access Card Fund	\$51.00	\$40.00	\$240.00	\$40.00	\$251.00	\$40.00
Gift Fund	\$3,077.85	\$78.95	\$807.20	\$13.79	\$1,274.94	\$2,610.11
DeMotte	\$1,488.44	\$0.00	\$235.00	\$0.00	\$962.50	\$760.94
Rensselaer	\$926.14	\$20.00	\$313.25	\$0.00	\$308.65	\$930.74
Wheatfield	\$663.27	\$58.95	\$258.95	\$13.79	\$13.79	\$908.43
Bond & Interest Redemption Fund	\$134,858.07	\$31,943.23	\$79,129.85	\$0.00	\$110,232.50	\$103,755.42
Investments \$70,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library Improvement Reserve Fund	\$28,728.73	\$113.80	\$517.87	\$0.00	\$0.00	\$29,246.60
Investments						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Oral History Grant Fund	\$0.00	\$1,700.00	\$1,700.00	\$0.00	\$0.00	\$1,700.00
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund**	\$8,279.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
**transferred to Operating Fund-June 1996						
Satellite Fund	\$1,446.00	\$0.00	\$1,483.00	\$15.98	\$1,497.03	\$1,431.97
Indiana Technology Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$9,991.26	\$153.89	\$464.50	\$0.00	\$400.00	\$10,055.76
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
Employee Health Insur.	\$191.15	\$25.01	\$53.07	(\$14.04)	(\$312.57)	\$556.79
Employee P.E.R.F.	\$2,718.28	\$0.00	\$0.00	\$1,937.15	\$1,764.61	\$953.67
TOTAL ALL FUNDS.....	\$561,170.56	\$88,628.73	\$419,077.97	\$85,335.64	\$644,621.76	\$335,626.77

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
31 Jul 96

1.	BANK ONE CHECKING	115077.64
2.	BANK ONE-CONSTRUCTION FUND SAV	10055.76
3.	BANK ONE-LIRF	29246.60
4.	FIRST OF AMERICA BANK	9152.82
5.	DEMOTTE STATE BANK	13970.16
6.	INDIANA FEDERAL BANK FOR SAVIN	3708.04
7.	NBD BANK, N.A.	3367.07
8.	PINNACLE BANK	1048.68
9.	IND.FEDERAL CD#9100055654	.00
10.	IND.FEDERAL CD#9100055646	.00
11.	IND.FEDERAL CD#9100076090	150000.00
12.		.00
13.		.00
14.		.00
15.	IND.FEDERAL CD#9100005606	.00
TOTAL ALL BANK ACCOUNTS		335626.77

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

31 Jul 96

OPERATING FUND ACNT # DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11 SALARY OF LIBRARIAN	39915.00	3326.26	23234.42	16680.58	58.2
1.12 SALARY OF ASSISTANTS	414221.00	31937.41	225035.83	189185.17	54.3
1.13 WAGES OF JANITORS	28785.00	2136.80	15041.89	13743.11	52.3
1.21 EMPLOYER'S SHARE-FICA	36943.00	2861.13	20143.51	16799.49	54.5
1.22 UNEMPLOYMENT COMPENSATION	2789.00	644.92	2078.34	710.66	74.5
1.23 EMPLOYER'S CONTRIB.- PERF	22394.00	5297.67	16058.91	6335.09	71.7
1.24 EMPLOYER'S CONTRIB.- INS.	14608.00	480.00	2833.55	11774.45	19.4
1.31 OTHER PERSONAL SERVICES	1000.00	.00	836.65	163.35	83.7
2.11 OFFICIAL RECORDS	950.00	.00	756.68	193.32	79.7
2.12 STATIONERY AND PRINTING	650.00	.00	448.50	201.50	69.0
2.13 OTHER OFFICE SUPPLIES	4200.00	183.11	3398.18	801.82	80.9
2.21 CLEANING & SANITATION SUPPLIES	4500.00	304.76	1905.02	2594.98	42.3
2.22 FUEL, OIL & LUBRICANTS	20.00	.00	1.97	18.03	9.9
2.23 OTHER OPERATING SUPPLIES	3800.00	44.95	1830.97	1969.03	48.2
2.31 BUILDING MATERIALS & SUPPLIES	650.00	52.50	240.17	409.83	36.9
2.32 PAINT AND PAINTING SUPPLIES	200.00	.00	.00	200.00	.0
2.33 REPAIR PARTS	300.00	.00	212.03	87.97	70.7
2.41 LIBRARY SUPPLIES	4508.97	108.73	2186.20	2322.77	48.5
2.42 AUTOMATION SUPPLIES	4200.00	.00	1941.35	2258.65	46.2
3.11 CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12 ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13 LEGAL SERVICES	1250.00	358.65	808.65	441.35	64.7
3.14 OTHER PROFESSIONAL SERVICES	4400.00	175.00	1884.44	2515.56	42.8
3.21 TELEPHONE	29000.00	1906.92	13292.01	15707.99	45.8
3.22 POSTAGE	6647.45	962.99	3959.88	2687.57	59.6
3.23 TRAVELING EXPENSE	4049.20	180.75	2053.50	1995.70	50.7
3.24 PROFESSIONAL MEETINGS	6149.00	116.85	3791.13	2357.87	61.7
3.25 FREIGHT	50.00	.00	.00	50.00	.0
3.31 ADVERTISING & PUBLIC NOTICES	900.00	165.04	567.73	332.27	63.1
3.32 OTHER PRINTING	400.00	.00	.00	400.00	.0
3.41 OFFICIAL BONDS	250.00	.00	200.00	50.00	80.0
3.42 OTHER INSURANCE	16573.00	2455.00	13378.00	3195.00	80.7
3.51 GAS	25000.00	946.13	13171.24	11828.76	52.7
3.52 ELECTRICITY	58000.00	4538.03	25876.58	32123.42	44.6
3.53 WATER	1200.00	65.95	392.35	807.65	32.7
3.54 WASTE DISPOSAL SERVICES	2000.00	164.72	1239.94	760.06	62.0
3.61 BUILDING & STRUCTURES	30000.00	3874.32	20902.09	9097.91	69.7
3.62 EQUIPMENT	4000.00	56.50	1426.78	2573.22	35.7
3.71 REAL ESTATE	.00	.00	.00	.00	.0
3.72 EQUIPMENT	225.00	9.95	149.65	75.35	66.5
3.91 DUES	2000.00	.00	990.00	1010.00	49.5
3.92 INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93 TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94 TRANSFER TO LIRF	40000.00	.00	.00	40000.00	.0
3.95 SERVICE CONTRACTS	9180.00	536.40	4764.70	4415.30	51.9
3.96 PETTY CASH	120.00	.00	.00	120.00	.0
3.97 INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98 MAINTENANCE CONTRACTS	36400.00	1124.00	2101.72	34298.28	5.8
4.1 LAND	.00	.00	.00	.00	.0
4.2 BUILDINGS	.00	.00	.00	.00	.0
4.3 IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4 FURNITURE & EQUIPMENT	20195.53	388.90	14482.41	5713.12	71.7
4.51 BOOKS	124000.00	15972.42	61087.40	62912.60	49.3
4.52 PERIODICALS & NEWSPAPERS	37086.37	1071.00	14745.52	22340.85	39.8
4.53 NONPRINTED MATERIALS	22088.35	895.00	10064.36	12023.99	45.6
-TOTAL-	1065797.87	83342.76	529514.25	536283.62	49.7

CHANGES TO APPROPRIATION REPORT
DATE 31 Jul 96

Fund/Account No	Date	Amount	Explanation
100-1.24	22 Mar 96	38.45	REFUND BAL.NOV.PREMIUM-HOWARD
100-1.24	10 Apr 96	169.55	REFUND OF PREMIUM-R.HOWARD
100-2.41	30 Apr 96	8.97	INCOLSA PAID-PERS.MGMT REFRESHME
100-3.22	22 Mar 96	26.93	LEASE BOOK REIMBURSEMENT-POSTAGE
100-3.22	31 May 96	20.52	BOOK LEASE REIMBURSEMENT-POSTAGE
100-3.23	10 Apr 96	49.20	U.OF WIS.TRIP/CROWN POINT P.L.
100-3.24	16 Apr 96	149.00	BUREAU OF ED.RESEARCH SEM.REFUND
100-3.42	31 Jul 96	573.00	REFUND-WORKMEN'S COMP POLICY
100-4.4	02 Jan 96	2095.53	ENCUMBERED 1995 FUNDS-BD.ACTION
100-4.52	30 Apr 96	28.79	LOWELL P.L.REIMBU-SUPERVISORS GD
100-4.52	30 Apr 96	28.79	REIMBURSED/SUPERVISOR'S GUIDE
100-4.52	31 May 96	28.79	STARKE CO.-SUPERVISOR GUIDE-REIM
100-4.53	22 Mar 96	33.34	REIMBURSED SHARED COST ALA VIDEO
100-4.53	22 Mar 96	5.00	REBATE-INDIAN IN CUPBOARD VIDEO
100-4.53	22 Mar 96	16.67	REIMBURSED-SHARED COST ALA VIDEO
100-4.53	10 Apr 96	33.34	ALA VIDEO REIMBURSEMENT
180-3.14	28 Jun 96	310.61	Interest earned 12/95 & 3/96
180-3.14	31 Jul 96	153.89	INTEREST EARNED 2nd QTR 1996
200.07-1.1	13 Feb 96	28.06	OVERPAYMENT OF PREMIUM-RUSHER

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Jul 96

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005578	01049	MARLENE BEEDLE	362.53	10 JUL 96	PAYROLL
005579	01059	YVONNE J. BEEVER	748.90	10 JUL 96	PAYROLL
005580	01063	BELSTRA, COURTNEY B.	83.55	10 JUL 96	PAYROLL
005581	01061	AMY A. BROWN	54.30	10 JUL 96	PAYROLL
005582	01041	GLENDA BROWN	509.71	10 JUL 96	PAYROLL
005583	01045	RENEE CARR	343.10	10 JUL 96	PAYROLL
005584	01067	VALERIE A. COLVIN	75.19	10 JUL 96	PAYROLL
005585	01044	LYNN DAUGHERTY	1102.44	10 JUL 96	PAYROLL
005586	01070	LYNDA E. DAY	403.24	10 JUL 96	PAYROLL
005587	01048	JULIE EISELE	414.50	10 JUL 96	PAYROLL
005588	01035	CHARLOTTE FAGEN	654.09	10 JUL 96	PAYROLL
005589	01066	STEPHANIE D. FILSON	325.93	10 JUL 96	PAYROLL
005590	01057	MOLLY A. GATLIN	73.87	10 JUL 96	PAYROLL
005591	01064	HEEKE, MICHELLE M.	800.00	10 JUL 96	PAYROLL
005592	01071	SANDRA L. HESTERMAN	49.87	10 JUL 96	PAYROLL
005593	01047	ROSE E. HOWARD	500.92	10 JUL 96	PAYROLL
005594	01050	GAIL M. JUNG	643.12	10 JUL 96	PAYROLL
005595	01058	ANGELA M. KARCH	87.95	10 JUL 96	PAYROLL
005596	01042	DIANA KOOS	399.80	10 JUL 96	PAYROLL
005597	01038	JOAN KOPANDA	383.13	10 JUL 96	PAYROLL
005598	01039	KROS, DIANE	491.94	10 JUL 96	PAYROLL
005599	01052	SHARON K. LEWIS	96.40	10 JUL 96	PAYROLL
005600	01065	DIANE M. OPOLSKI	276.43	10 JUL 96	PAYROLL
005601	01040	BONNIE POWELL	403.47	10 JUL 96	PAYROLL
005602	01060	ANNETTE M. PRATT	91.60	10 JUL 96	PAYROLL
005603	01068	JACKIE REAGAN	501.34	10 JUL 96	PAYROLL
005604	01062	LISA RUSHER	391.77	10 JUL 96	PAYROLL
005605	01036	SHARON SCHULENBERG	471.82	10 JUL 96	PAYROLL
005606	01043	EILEEN SPURGEON	60.85	10 JUL 96	PAYROLL
005607	01053	LYNN M. STALBAUM	102.53	10 JUL 96	PAYROLL
005608	01055	JACK STANDISH	298.59	10 JUL 96	PAYROLL
005609	01037	JILL TACHTIRIS	507.62	10 JUL 96	PAYROLL
005610	01069	SUSAN M. WAKELAND	71.25	10 JUL 96	PAYROLL
005611	01051	WEBSTER, RACHAEL D.	178.62	10 JUL 96	PAYROLL
005612	01046	WHITED, AMBER	286.57	10 JUL 96	PAYROLL
005613	01056	MARGARET M. WOODS	471.66	10 JUL 96	PAYROLL
005614	01054	LEANNE YORK	825.49	10 JUL 96	PAYROLL
005617	01091	MARLENE BEEDLE	402.82	25 JUL 96	PAYROLL
005618	01101	YVONNE J. BEEVER	748.90	25 JUL 96	PAYROLL
005619	01105	BELSTRA, COURTNEY B.	160.16	25 JUL 96	PAYROLL
005620	01103	AMY A. BROWN	107.66	25 JUL 96	PAYROLL
005621	01083	GLENDA BROWN	556.65	25 JUL 96	PAYROLL
005622	01087	RENEE CARR	297.83	25 JUL 96	PAYROLL
005623	01109	VALERIE A. COLVIN	91.02	25 JUL 96	PAYROLL
005624	01086	LYNN DAUGHERTY	1102.44	25 JUL 96	PAYROLL
005625	01112	LYNDA E. DAY	396.77	25 JUL 96	PAYROLL
005626	01090	JULIE EISELE	455.30	25 JUL 96	PAYROLL
005627	01077	CHARLOTTE FAGEN	654.09	25 JUL 96	PAYROLL

REGISTER OF CLAIMS
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
31 Jul 96

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005628	01108	STEPHANIE D. FILSON	371.16	25 JUL 96	PAYROLL
005629	01099	MOLLY A. GATLIN	36.94	25 JUL 96	PAYROLL
005630	01106	HEEKE, MICHELLE M.	800.00	25 JUL 96	PAYROLL
005631	01113	SANDRA L. HESTERMAN	70.65	25 JUL 96	PAYROLL
005632	01089	ROSE E. HOWARD	542.89	25 JUL 96	PAYROLL
005633	01092	GAIL M. JUNG	643.12	25 JUL 96	PAYROLL
005634	01100	ANGELA M. KARCH	83.55	25 JUL 96	PAYROLL
005635	01084	DIANA KOBY	399.80	25 JUL 96	PAYROLL
005636	01080	JOAN KOPANDA	429.07	25 JUL 96	PAYROLL
005637	01081	KROS, DIANE	516.48	25 JUL 96	PAYROLL
005638	01094	SHARON K. LEWIS	80.35	25 JUL 96	PAYROLL
005639	01107	DIANE M. OPOLSKI	332.39	25 JUL 96	PAYROLL
005640	01082	BONNIE POWELL	403.47	25 JUL 96	PAYROLL
005641	01102	ANNETTE M. PRATT	106.56	25 JUL 96	PAYROLL
005642	01110	JACKIE REAGAN	488.13	25 JUL 96	PAYROLL
005643	01104	LISA RUSHER	391.76	25 JUL 96	PAYROLL
005644	01078	SHARON SCHULENBERG	520.93	25 JUL 96	PAYROLL
005645	01085	EILEEN SPURGEON	60.85	25 JUL 96	PAYROLL
005646	01095	LYNN M. STALBAUM	92.35	25 JUL 96	PAYROLL
005647	01097	JACK STANDISH	366.58	25 JUL 96	PAYROLL
005648	01079	JILL TACHTIRIS	556.37	25 JUL 96	PAYROLL
005649	01111	SUSAN M. WAKELAND	67.28	25 JUL 96	PAYROLL
005650	01093	WEBSTER, RACHAEL D.	293.73	25 JUL 96	PAYROLL
005651	01088	WHITED, AMBER	248.52	25 JUL 96	PAYROLL
005652	01098	MARGARET M. WOODS	514.80	25 JUL 96	PAYROLL
005653	01096	LEANNE YORK	825.49	25 JUL 96	PAYROLL
015003	00966	ACORDIA OF CENTRAL INDIANA,	2455.00	02 JUL 96	PUBLIC OFFICIAL LIABILITY RE
015004	00967	ACORDIA PERSONAL BENEFITS, I	298.73	02 JUL 96	QTLY. PREMIUM-EISELE
015005	00968	ASSOCIATED LIBRARIES, INC.	1421.60	02 JUL 96	BOOKS
015006	00969	AVC CORPORATION	94.00	02 JUL 96	FIN. SERVICE AGREEMENT-JULY
015007	00970	BAKER & TAYLOR	2910.08	02 JUL 96	BOOKS, AV, GIFT BOOKS
015008	00971	BAKER & TAYLOR ENTERTAINMENT	95.60	02 JUL 96	VIDEO'S AND VIDEO CASES
015009	00972	BEN FRANKLIN	41.09	02 JUL 96	CRAFTS-SUMMER READING
015010	00973	BETTY A. HUFF (PAS-TIME BOO	461.18	02 JUL 96	BOOKS
015011	00974	CUSTOM LAWN CARE	190.00	02 JUL 96	LAWN MAINTENANCE-RENS.
015012	00975	DEMCO	13.61	02 JUL 96	BOOK JACKETS
015013	00976	DEMOTTE OFFICE SUPPLY	10.45	02 JUL 96	RECEIPT BOOK-HIGHLIGHTERS
015014	00977	DUMAS & MORIARTY	358.65	02 JUL 96	PHONE CONSULTS-4/2 TO 5/29/9
015015	00978	FACTS ON FILE	66.60	02 JUL 96	BOOKS
015016	00979	FACTS ON FILE NEWS SERVICES	645.00	02 JUL 96	TODAY'S SCIENCE ON FILE-SUBS
015017	00980	FASE'S	68.95	02 JUL 96	CUMPUTER CABLES-SWITCHBOX-RE
015018	00981	FASE'S	52.50	02 JUL 96	REDOUT-DEMOTTE
015019	00982	FAS-TRACK COMPUTER PRODUCTS	68.85	02 JUL 96	MICROSOFT WORKS LICENSE-REN.
015020	00983	GAIL JUNG	21.79	02 JUL 96	DEMOTTE PETTY CASH
015021	00984	GAIL JUNG	49.10	02 JUL 96	REN. PETTY CASH-PAPER CUPS-D
015022	00985	HAMSTRA BUILDERS, INC.	216.07	02 JUL 96	REPAIRS TO WATER PIPE,SEWER
015023	00986	GAYLORD BROS.	208.95	02 JUL 96	SCANNER CABLES,GALAXY HARDWA
015024	00987	GOODWIN FIRE EQUIPMENT	18.00	02 JUL 96	FIRE EXT'S INSPECTED-DEMOTTE

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Jul 96

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015025	00988	GROLIER PUBLISHING COMPANY	21.50	02 JUL 96	BOOKS
015026	00989	HIGHSMITH CO. INC.	605.86	02 JUL 96	CONTACT PAPER/TAPE DISPENSER
015027	00990	HP PRODUCTS CORP.	307.60	02 JUL 96	TP/STRIDE/M-FOLD/ACCLAIM/TRA
015028	00991	INDIANA DEPT.OF WORKFORCE DE	644.92	02 JUL 96	UNEMPLOYMENT COMPENSATION
015029	00992	INDIANA STATE LIBRARY	40.00	02 JUL 96	PLAC CARDS-DEMOTTE
015030	00993	INFORMATION/REFERENCE GROUP	75.12	02 JUL 96	BOOKS
015031	00994	JACKIE REAGAN	62.96	02 JUL 96	CRAFTS/SUMMER READING-MILEAG
015032	00995	JULIE EISELE	9.50	02 JUL 96	MILEAGE
015033	00996	KANKAKEE VALLEY POST NEWS	70.77	02 JUL 96	SUBSCRIPTION-DE,WH-ADD. APPRO
015034	00997	LDDS WORLDCOM	894.74	02 JUL 96	LONG DIST.CARRIER/DATA LINES
015035	00998	LISA RUSHER	48.75	02 JUL 96	MILEAGE-INDPLS. IMCPL-WORKSH
015036	00999	LYNN DAUGHERTY	34.85	02 JUL 96	MILEAGE-POSTAGE
015037	01000	MARGE HOHNER	13.00	02 JUL 96	MILEAGE BOARD MEETING
015038	01001	MICHELLE HEEKE	26.00	02 JUL 96	MILEAGE-POSTAGE FOR MODERN RE
015039	01002	NATIONAL AUTOMOBILE DEALERS	87.00	02 JUL 96	SUBSCRIPTION-DE,WH
015040	01003	NATIONAL GEOGRAPHIC SOCIETY	13.90	02 JUL 96	BOOKS
015041	01004	NETNITCO	67.50	02 JUL 96	INTERNET SERVICE
015042	01005	NIPSCO	3046.54	02 JUL 96	UTILITIES-DEM. 5/17 TO 6/18/
015043	01006	NORTHWESTERN INDIANA TELEPHO	139.22	02 JUL 96	TELE SERV-DEM. JUL'96
015044	01007	ON CUE #6106	59.44	02 JUL 96	VIDEO'S
015045	01008	PEGGY WOODS	4.75	02 JUL 96	MILEAGE
015046	01009	PHILIP N. HOWARD	110.00	02 JUL 96	LAWN CARE-WH./CLEAN GUTTERS-
015047	01010	POST TRIBUNE	156.00	02 JUL 96	DEM. NEWSPAPER SUBSCRIPTION-A
015048	01011	POSTMASTER GENERAL	880.00	02 JUL 96	2000-32s;200-20s;100-\$1;200-
015049	01012	PRECISION CONTROL SYSTEMS, I	2751.25	02 JUL 96	3rd QTR.MTNCE./REPAIRS-DEM.&
015050	01013	PUBLIC EMPLOYEES' RETIREMENT	8188.49	02 JUL 96	SECOND QUARTER PAYMENT-1996
015051	01014	QUALITY BOOKS INC.	5684.50	02 JUL 96	BOOKS
015052	01015	QUILL	172.66	02 JUL 96	TAPE-COPY PAPER-FILE FOLDERS
015053	01016	RENSSELAER REPUBLICAN	158.27	02 JUL 96	CLASSIFIED AD-PS ASST./ADD.
015054	01017	ROHAN SERVICE AGENCY OF \$0.B	1505.00	02 JUL 96	A.C. REPAIRS-DEMOTTE
015055	01018	SCHULTZ TV & ELECTRONICS	38.50	02 JUL 96	VCR REPAIR-DEMOTTE
015056	01019	SECURITY COURIERS CORP.	536.40	02 JUL 96	TRANSPORT SERVICE-6/7 THRU 6
015057	01020	STANDARD & POOR'S CORP.	2796.68	02 JUL 96	STK/BOND GDE-WH;S&P REG/INV.
015058	01021	STEVENS PUPPETS	175.00	02 JUL 96	SUMMER RDG.PROG-RENS.PROF. S
015059	01022	SUNLAND BOOKS, INC.	1999.18	02 JUL 96	BOOKS
015060	01023	TEETERS CULLIGAN	34.70	02 JUL 96	WATER & COOLER RENTAL-WH.
015061	01024	TEXAS STATE LIBRARY	9.62	02 JUL 96	BOOK
015062	01025	TOWN OF DEMOTTE	40.72	02 JUL 96	SEWER SERVICE-MAY-DEM.
015063	01026	TOWN OF WHEATFIELD SEWER WOR	41.05	02 JUL 96	SEWER SERVICE-WHEATFIELD-JUL
015064	01027	TYSEN'S COUNTRY GROCERY, INC	57.46	02 JUL 96	CHILDREN'S PROG-DEM.; PLEDGE
015065	01028	USA TODAY	238.00	02 JUL 96	ANNUAL NEWSPAPER SUBSC.-RENS
015065	01076	USA TODAY	-238.00	10 JUL 96	VOID CK.& VOUCHER #01028-WRO
015066	01029	VHPS	72.00	02 JUL 96	BOOK
015067	01030	WALGREEN'S	15.98	02 JUL 96	BLANK VIDEO CASSETTE CASES-S
015068	01031	WAL-MART STORES, INC.	177.03	02 JUL 96	VIDEOS,CDs, CRAFT SUP.-RENS.
015069	01032	WALSTRA FINE CUT	132.00	02 JUL 96	LAWN MOWING-DEMOTTE-MAY 1996
015070	01033	YVONNE BEEVER	20.50	02 JUL 96	MILEAGE
015071	01034	BAKER & TAYLOR BOOKS	464.69	02 JUL 96	CONTINUATIONS-BOOKS

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Jul 96

PAGE 4

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015072	01072	BANK ONE	4475.23	10 JUL 96	FED.& FICA TAX WITHHELD 10 J
015073	01073	INDIANA DEFERRED COMPENSATIO	269.60	10 JUL 96	WITHHELD FROM PAYROLL- 10 JU DAUGHERTY,KOORY,KOPANDA,SCHUL
015074	01074	ACORDIA PERSONAL BENEFITS, I	371.45	10 JUL 96	QUARTERLY INS.PREMIUM-JUNG
015075	01075	UNITED TELEPHONE COMPANY	644.23	10 JUL 96	TELEPHONE-RENS-JUL '96
015076	01114	BANK ONE	4746.74	25 JUL 96	FICA & FED TAXES WITHHELD 25
015077	01115	INDIANA DEFERRED COMPENSATIO	269.60	25 JUL 96	WITHHELD FROM PAYROLL 25 JUL DAUGHERTY,KOORY,KOPANDA,SCHUL
015078	01116	INDIANA DEPARTMENT OF REVENU	1581.59	25 JUL 96	STATE,COUNTY TAX WITHHELD 25
015079	01117	CITY OF RENSSELAER	1988.13	25 JUL 96	RENSSELAER UTILITIES-JUN 96
015080	01118	INCOLSA	25.00	25 JUL 96	MANAGING ELECTRONIC JOURNALS
015081	01119	MILAN'S	41.85	25 JUL 96	JUL 31-NILBA DINNER MTG.-3 R
015082	01120	NIPSCO	573.64	25 JUL 96	WHEATFIELD UTILITIES-JUN 96
015083	01121	NONPROFIT RESOURCE NETWORK/W	50.00	25 JUL 96	GRANT WRITING WORKSHOP-YORK,
015084	01122	UNITED TELEPHONE COMPANY	161.23	25 JUL 96	WHEATFIELD TELEPHONE-JULY 96
015085	01123	USA TODAY	119.00	25 JUL 96	WHEATFIELD SUBSCRIPTION-ANNU

--TOTAL AMOUNT OF CLAIMS-- 85335.64

Transferred \$30,000.00 from First of America Bank To Bank One Checking to pay bills.
 Transferred \$46,000.00 from DeMotte State Bank to Bank One Checking to pay bills.
 Transferred \$14,400.00 from Indiana Federal Bank to Bank One Checking to pay bills.
 Transferred \$13,500.00 from NBD Bank to Bank One Checking to pay bills.
 Transferred \$ 4,400.00 from Pinnacle Bank to Bank One Checking to pay bills.

Ck.# 113
 Ck.#1014
 -
 Ck.#1004
 - -

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 85335.64. Dated 12 AUG 96.

_____	_____
_____	_____
_____	_____
_____	_____

Receipt Breakdown
JULY31, 1996

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$1,805.84	\$15,083.17
DeMotte	\$579.75	\$5,818.19		
Rensselaer	\$858.54	\$6,622.39		
Wheatfield	\$367.55	\$2,642.59		
PHOTOCOPIES.....			\$457.35	\$4,416.68
DeMotte	\$142.90	\$1,616.44		
Rensselaer	\$227.75	\$2,149.39		
Wheatfield	\$86.70	\$650.85		
CARDS.....			\$110.00	\$664.00
DeMotte	\$27.00	\$257.50		
Rensselaer	\$79.00	\$356.00		
Wheatfield	\$4.00	\$50.50		
INTEREST.....			\$326.82	\$9,957.05
TAXES.....			\$51,300.49	\$300,757.31
Property Tax	\$46,675.61	\$92,020.78		
Financial Institution Tax	\$0.00	\$804.86		
License Excise Tax	\$2,465.86	\$28,897.65		
Local Option/Certified Shares	\$0.00	\$158,961.00		
Local Option/Property Tax Repl.	\$0.00	\$17,914.00		
State Distribution	\$2,159.02	\$2,159.02		
REFUNDS.....			\$573.35	\$3,804.27
B&T - Book Lease Postage	\$0.00	\$115.74		
Insurance Claims/Refunds	\$573.00	\$2,649.28		
Satellite Grant Reimbursement	\$0.00	\$207.01		
Salem Press-Book Overpayment	\$0.00	\$450.00		
Video/Magazine Rebates/Reimburs	\$0.00	\$223.92		
Bureau of Educ.Research/Mtg Ref.	\$0.00	\$149.00		
Incolsa/Prog.Refreshment Reimbui	\$0.00	\$8.97		
A.T.& T. credit refund	\$0.35	\$0.35		
		\$0.00		
		\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$54,573.85	\$334,682.48
PLAC FUND.....			\$40.00	\$240.00
GIFT FUNDS.....			\$78.95	\$807.20
DeMotte	\$0.00	\$235.00		
Rensselaer	\$20.00	\$258.25		
Wheatfield	\$58.95	\$258.95		
BOND & INTEREST REDEMPTION FUND.....			\$31,943.23	\$79,129.85
Property Tax	\$30,341.89	\$59,789.06		
Financial Institution Tax	\$0.00	\$574.64		
License Excise Tax	\$1,601.34	\$18,766.15		
HOST/HOSPITALITY FUND.....			\$0.00	\$0.00
LIBRARY IMPROVEMENT FUND.....			\$113.80	\$517.87
ORAL HISTORY GRANT FUND.....			\$1,700.00	\$1,700.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$1,483.00
INDIANA TECHNOLOGY GRANT FUND.....			\$0.00	\$0.00
CONSTRUCTION FUND.....			\$153.89	\$464.50
Interest Earned	\$153.89	\$464.50		
Bldg.Contract- Reimbursement	\$0.00	\$0.00		
WITHHOLDING ACCOUNT FUNDS.....			\$25.01	\$53.07
TOTAL RECEIPTS - ALL FUNDS.....			\$88,628.73	\$419,077.97

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 06 Aug 96

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005654	01138	MARLENE BEEDLE	402.82	09 AUG 96	PAYROLL
005655	01148	YVONNE J. BEEVER	748.90	09 AUG 96	PAYROLL
005656	01151	BELSTRA, COURTNEY B.	66.85	09 AUG 96	PAYROLL
005657	01130	GLENDA BROWN	603.61	09 AUG 96	PAYROLL
005658	01134	RENEE CARR	320.47	09 AUG 96	PAYROLL
005659	01155	VALERIE A. COLVIN	94.98	09 AUG 96	PAYROLL
005660	01133	LYNN DAUGHERTY	1102.44	09 AUG 96	PAYROLL
005661	01158	LYNDA E. DAY	489.57	09 AUG 96	PAYROLL
005662	01137	JULIE EISELE	496.09	09 AUG 96	PAYROLL
005663	01124	CHARLOTTE FAGEN	493.92	09 AUG 96	PAYROLL
005664	01154	STEPHANIE D. FILSON	401.79	09 AUG 96	PAYROLL
005665	01146	MOLLY A. GATLIN	138.90	09 AUG 96	PAYROLL
005666	01152	HEEKE, MICHELLE M.	800.00	09 AUG 96	PAYROLL
005667	01159	SANDRA L. HESTERMAN	99.73	09 AUG 96	PAYROLL
005668	01136	ROSE E. HOWARD	482.93	09 AUG 96	PAYROLL
005669	01139	GAIL M. JUNG	643.12	09 AUG 96	PAYROLL
005670	01147	ANGELA M. KARCH	79.15	09 AUG 96	PAYROLL
005671	01131	DIANA KOORY	399.80	09 AUG 96	PAYROLL
005672	01127	JOAN KOPANDA	429.07	09 AUG 96	PAYROLL
005673	01128	KROS, DIANE	516.48	09 AUG 96	PAYROLL
005674	01141	SHARON K. LEWIS	96.40	09 AUG 96	PAYROLL
005675	01161	KRISTINE L. MAYS	35.61	09 AUG 96	PAYROLL
005676	01153	DIANE M. OPOLSKI	332.39	09 AUG 96	PAYROLL
005677	01129	BONNIE POWELL	436.33	09 AUG 96	PAYROLL
005678	01149	ANNETTE M. PRATT	106.56	09 AUG 96	PAYROLL
005679	01156	JACKIE REAGAN	488.13	09 AUG 96	PAYROLL
005680	01150	LISA RUSHER	493.49	09 AUG 96	PAYROLL
005681	01125	SHARON SCHULENBERG	570.02	09 AUG 96	PAYROLL
005682	01132	EILEEN SPURGEON	60.85	09 AUG 96	PAYROLL
005683	01142	LYNN M. STALBAUM	104.43	09 AUG 96	PAYROLL
005684	01144	JACK STANDISH	338.49	09 AUG 96	PAYROLL
005685	01126	JILL TACHTIRIS	605.11	09 AUG 96	PAYROLL
005686	01160	VIRGINIA VIS	95.13	09 AUG 96	PAYROLL
005687	01157	SUSAN M. WAKELAND	101.70	09 AUG 96	PAYROLL
005688	01140	WEBSTER, RACHAEL D.	447.56	09 AUG 96	PAYROLL
005689	01135	WHITED, AMBER	346.03	09 AUG 96	PAYROLL
005690	01145	MARGARET M. WOODS	557.95	09 AUG 96	PAYROLL
005691	01143	LEANNE YORK	825.49	09 AUG 96	PAYROLL
015086	01162	BANK ONE	4983.13	09 AUG 96	FICA & FED.TAXES WITHHELD 09
015087	01163	INDIANA DEFERRED COMPENSATIO	269.60	09 AUG 96	WITHHELD FROM 09 AUG 96 PAYR DAUGHERTY,KOPANDA,KOORY,SCHUL
015088	01164	TOWN OF DEMOTTE	40.72	09 AUG 96	SEWAGE-DEMOTTE-JUNE 1996
015089	01165	TOWN OF WHEATFIELD SEWER WOR	41.05	09 AUG 96	SEWAGE-AUGUST 1996-WHEATFIEL
015090	01166	AMBER WHITED	16.60	12 AUG 96	MILEAGE-
015091	01167	AMERICAN MANAGEMENT ASSOCIAT	455.00	12 AUG 96	SATELITE-5TH ANN.CONF.WORKIN
015092	01168	ASSOCIATED LIBRARIES, INC.	198.05	12 AUG 96	BOOKS
015093	01169	AVC CORPORATION	188.00	12 AUG 96	FIN. SEVICE AGRREMENT-AUGUST
015094	01170	ACORDIA PERSONAL BENEFITS, I	643.00	12 AUG 96	QTLY. PREMIUM-JUNG, RUSHER

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 12 Aug 96

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation	
015094-V0	01244	ACORDIA PERSONAL BENEFITS, I	-643.00	12 AUG 96	VOID CK & A/P VOUCHER #01170	
015095	01171	B AND G DEVELOPERS, INC	138.60	12 AUG 96	SIDEWALK CAUKING MATERIAL	
015096	01172	BAKER & TAYLOR	12908.20	12 AUG 96	BOOKS	
015097	01173	BAKER & TAYLOR BOOKS	997.06	12 AUG 96	CONTINUATION-BOOKS	
015098	01174	BAKER & TAYLOR ENTERTAINMENT	21.05	12 AUG 96	VIDEO'S	
015099	01175	BETTY A. HUFF (PAS-TIME BOO	363.13	12 AUG 96	BOOKS	
015100	01176	CD ONE STOP	137.56	12 AUG 96	CD'S	
015101	01177	CENTRAL STATES SALES CORPORA	175.77	12 AUG 96	REPLACEMENT BULBS	
015102	01178	CUSTOM LAWN CARE	580.00	12 AUG 96	LAWN MAINTENANCE-RENS.	
015103	01179	DEMCO	83.64	12 AUG 96	CATALOG CARDS-HANGUP BAGS,XA	
015104	01180	DIANA KOBY	16.40	12 AUG 96	MILEAGE-BATTERIES FOR PHONES	
015105	01181	DIVERSITY UNIFORMS	34.75	12 AUG 96	5 NAME BADGES	
015106	01182	EDUCATORS PROGRESS SERVICE,	40.90	12 AUG 96	BOOKS	
015107	01183	FRED PRYOR SEMINARS	79.00	12 AUG 96	COMM SKILLS WOMEN-9/11/96-WO	
015108	01184	GAIL JUNG	26.40	12 AUG 96	MILEAGE	
015109	01185	GAYLORD BROS.	1000.00	12 AUG 96	MARC SUBSCRIPTION-8/1/96-7/3	
015110	01186	GLENDA BROWN	21.85	12 AUG 96	MILEAGE	
015111	01187	GROLIER PUBLISHING COMPANY	41.01	12 AUG 96	BOOKS	
015112	01188	GRUNKO FILMS INC.	44.90	12 AUG 96	VIDEO'S	
015113	01189	HAINES & COMPANY, INC.	169.00	12 AUG 96	CRISS-CROSS DIRECTORY-12 MON	
015114	01190	HERITAGE OFFICE PRODUCTS, IN	869.22	12 AUG 96	DEM.SERV.CONTR.-CALENDERS-CO	
015115	01191	HIGHSMITH CO. INC.	92.85	12 AUG 96	NCR FORMS (ORDER SLIPS)	
015116	01192	HP PRODUCTS CORP.	138.80	12 AUG 96	PAPER TOWELS,HAND SOAP	
onstr.Fund	015117	01193	INFRARED SPECIALITIES, INC.	500.00	12 AUG 96	INFRARED SCAN/RENS.LIB-BLDG.
	015118	01194	INFORMATION & RECORDS ASSOC.	244.00	12 AUG 96	MICROFICHE/READER REPAIRS-DE
	015119	01195	INFORMATION/REFERENCE GROUP	201.74	12 AUG 96	BOOKS
	015120	01196	INFORMATION TODAY, INC.	69.95	12 AUG 96	SUBSCRIPTION-COMP.IN LIBRARI
	015121	01197	JACKIE REAGAN	42.60	12 AUG 96	MILEAGE
	015122	01198	JACKSON STRIPING	660.00	12 AUG 96	STRIPE PARKING LOTS-RENS,DEM
	015123	01199	JOAN KOPANDA	12.00	12 AUG 96	MILEAGE
	015124	01200	JULIE EISELE	11.40	12 AUG 96	MILEAGE
	015125	01201	KANKAKEE VALLEY POST NEWS	59.82	12 AUG 96	BUDGET ADVERTISING
	015126	01202	LAWTON ENTERPRISES	691.22	12 AUG 96	BOOKS
	015127	01203	LDDS WORLDCOM	810.83	12 AUG 96	LONG DIST.CARRIER/DATA LINES
	015128	01204	LEANNE YORK	161.40	12 AUG 96	MILEAGE-ORAL HISTORY MAPS
	015129	01205	LEISURE ARTS	23.90	12 AUG 96	BOOK
	015130	01206	LYN DAY	5.00	12 AUG 96	PROGRAM PLANNING BOOKLET
	015131	01207	LYNN DAUGHERTY	43.20	12 AUG 96	MILEAGE
	015132	01208	McSHANE'S	106.16	12 AUG 96	BINDING-6 PC POCKET FILE
	015133	01209	MICHELLE HEEKE	47.95	12 AUG 96	MILEAGE-BOOK PURCHASE
	015134	01210	MIDWEST MICRO PERIPHERALS	308.40	12 AUG 96	IOMEGA DITTO EASY TRVN-TAPE
	015135	01211	MONTGOMERY KONE, INC.	709.72	12 AUG 96	ANNUAL ELEVATOR SERV. CONTRA
	015136	01212	NETNITCO	67.50	12 AUG 96	INTERNET SERVICE- AUG'96
	015137	01213	NIPSCO	491.69	12 AUG 96	UTILITIES-DEM. 6/18 TO 7/18/
	015138	01214	NORTHWESTERN INDIANA TELEPHO	140.89	12 AUG 96	TELE SERV-DEM. AUG'96
	015139	01215	PEGGY WOODS	5.70	12 AUG 96	MILEAGE
	015140	01216	PEN PRODUCTS	630.00	12 AUG 96	WHEATF.OFFICE CHAIRS-2
	015141	01217	PRECISION CONTROL SYSTEMS, I	190.00	12 AUG 96	REPAIRS TO LEAKY PIPE-RENS.

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 12 Aug 96

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015142	01218	QUALITY BOOKS INC.	903.88	12 AUG 96	BOOKS
015143	01219	REED REFERENCE PUBLISHING	254.07	12 AUG 96	BOOK-AM LIBRARY DIRECTORY 96
015144	01220	REGENT BOOK CO., INC.	48.96	12 AUG 96	BOOKS
015145	01221	RENSSELAER REPUBLICAN	59.82	12 AUG 96	BUDGET ADVERTISING
015146	01222	RONALD D. McATEE	735.00	12 AUG 96	WNDS.CLASS;COMPUTER WORK-REN
015147	01223	SECURITY COURIERS CORP.	858.24	12 AUG 96	TRANSPORT SERVICE-6/28 THRU
015148	01224	SCHULTZ TV & ELECTRONICS	65.25	12 AUG 96	WHEATF. VCR REPAIR
015149	01225	SIMON & SCHUSTER SCHOOL GROU	20.26	12 AUG 96	BOOKS
015150	01226	SIERRA	15.00	12 AUG 96	6 ISSUES SUBSCRIPTION-7/15/96
015151	01227	STEPHANIE FILSON	32.30	12 AUG 96	MILEAGE
015152	01228	SUNSET PRODUCTIONS, INC.	17.37	12 AUG 96	AUDIO
015153	01229	T.C.& M., INC.	76.86	12 AUG 96	WHEATF. NEW RELAY SWITCH
015154	01230	TEETERS CULLIGAN	9.95	12 AUG 96	WATER COOLER RENTAL-WHEATF.
015155	01231	TIM SUTHERLAND	100.00	12 AUG 96	BASIC INTERNET TRAINING-5 EM
015156	01232	TOWN & COUNTRY PAVING	1285.00	12 AUG 96	SEAL COAT PARKING LOT-DEM.;W
015157	01233	TYSEN'S COUNTRY GROCERY, INC	29.40	12 AUG 96	CHILDREN'S PROGRAM-DEM. SNAC
015158	01234	VIRGINIA VIS	74.75	12 AUG 96	SUBSTITUTE JANITOR
015159	01235	WAL-MART STORES, INC.	33.97	12 AUG 96	PENCILS,POSTERBRD,CUPS,LEMON
015160	01236	WALSTRA FINE CUT	132.00	12 AUG 96	LAWN MOWING-DEMOTTE-JUN'96
015161	01237	YVONNE BEEVER	140.00	12 AUG 96	ALA REGISTRATION
015162	01238	AMANDA DOZIER	25.00	12 AUG 96	YA SUMMER READING WINNER-WH.
015163	01239	DAN PILARCZYK	25.00	12 AUG 96	YA SUMMER READING WINNER-WH.
015164	01240	INDIANA LIBRARY FEDERATION	180.00	12 AUG 96	CYPD ANNUAL CONFERENCE-KROS, REAGAN, 9/23/96
015165	01241	LESLIE FLANDERS	25.00	12 AUG 96	YA SUMMER READING WINNER-WH.
015166	01242	MATT DRESHER	25.00	12 AUG 96	YA SUMMER READING WINNER-WH.
015167	01243	UNITED TELEPHONE COMPANY	701.38	12 AUG 96	TELEPHONES-RENS-8/1 TO 8/31/
015168	01245	ACORDIA PERSONAL BENEFITS, I	271.94	12 AUG 96	QTLY.PREMIUM-RUSHER

--TOTAL AMOUNT OF CLAIMS-- 51405.00

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 51405.00. Dated 12 AUG 96.

_____	_____
_____	_____
_____	_____
_____	_____

SEP

AGENDA

Jasper County Public Library Board of Trustees
Monday, September 9, 7:00 PM
Wheatfield Library

Purpose

Opening of meeting

- A. Moment of silence
- B. Approval of agenda format

Action

Approval of Consent Agenda Items

Action

- A. Minutes (R 1-R 2)
- B. Bills/Financial Reports (F)
- C. Salary ordinance update(R 7)

General Business

- A. DeMotte Library: Report
- B. Building problem update (R 22)
- C. Policy Review (R 9 - R 18)
- D. Wide area network project: Update (R 2, R 22)

Information

Action

Action

Information

Director's Report (R 21 - R 23)

Information

Items for future Agendas

Public Forum

Adjournment

Minutes.....August 26, 1996
Meeting of the Jasper County Public Library Board of Trustees
Rensselaer Library 7:00 PM

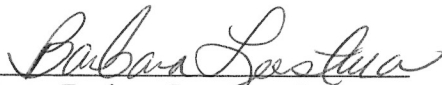
Present: Barbara Leestma, Bob Souza, Anne-Marie Egan, Patrick O'Rourke, Mary Duggleby, Lynn Daugherty.

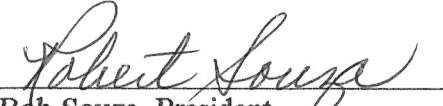
1997 BUDGET: On a motion by Anne-Marie Egan, seconded by Mary Duggleby, the Board unanimously passed the Resolution appropriating funds for the 1997 Operating Fund budget (\$1,197,621), Bond and Interest Redemption Fund budget (\$433,815) and Library Improvement Reserve Fund budget (\$65,128).

Wireless WAN Project: The Board discussed the advisability of pursuing a wireless solution for connecting the libraries in our wide area network project. It was noted that, by eliminating monthly telecommunication charges for the data lines, this installation would pay for itself in two to three years. Furthermore, it would provide us with a great deal more bandwidth (transmitting capacity) than we would have had with the 56kbps previously planned.

A motion by Barbara Leestma, seconded by Anne Marie Egan and approved by the board determined that the library would hire a firm for no more than \$2,100 to do a site survey to investigate whether this can be done successfully for our library. Director Lynn Daugherty explained that if survey results are in the affirmative, the company will issue a money-back guarantee that the system will work, so long as they are the ones hired to do all installation work. If the survey shows that the system will not work, or if the system is installed and, for some reason, does not work satisfactorily, we will pay only the \$2,100.

There being no further business, the Board adjourned on a motion by Mary Duggleby, seconded by Pat O'Rourke.


Attest: Barbara Leestma, Secretary


Bob Souza, President

MINUTES.....August 12, 1996
Jasper County Public Library Board of Trustees.....7:00 PM

Present: Mary Linda Casey, Wilbur Doty, Mary Duggleby, Anne-Marie Egan, Patrick O'Rourke, and Lynn Daugherty. Absent: Robert Souza, Barbara Leestma.

BUDGET HEARING: With no citizens present to speak at the 1997 Budget Hearing, W. Doty moved to adjourn. M.L. Casey seconded the motion.

1. AGENDA: The agenda was approved as presented on a motion by M. Duggleby, seconded by W. Doty. All were in favor.

2. CONSENT AGENDA: The Consent Agenda items including the July Minutes, Bills/Financial Reports, Salary Ordinance update, Workshop attendance requests, IVAN contract for the Circulating CD-Rom Collection, Wheatfield Meeting Room use request, Payroll Electronic Fund Transfer authorization, Art Exhibit & Display Case Use Policy, and Bulletin Board Policy, were approved on a motion by W. Doty, seconded by M. Duggleby. Vote 5-0.

3. WHEATFIELD LIBRARY: D. Kooy and D. Kros reported that the library is becoming a hub of activity in the community. Traffic has increased with the growing use of the meeting room, genealogy interests, reference use, cd and video collection, etc. Craft programs for adult and children have proved to be big hits. The summer reading club offered fewer programs, but circulation was up over last year. Parents liked the smaller number of programs. The library's small size and readily available books attracts some users from DeMotte and Rensselaer. Improvements to the landscaping and repairs and maintenance to the outside of the building will be addressed this Fall or early next Spring as appropriate.

4. WHEATFIELD LIBRARY - FUTURE PLANNING: The Board requested L. Daugherty to send a letter to the KV school superintendent again in October or November stating the library's interest in the purchase of the east parking lot if they would ever sell. It was the consensus of the board not to pursue the purchase of the land to the north of the library for parking at this time.

5. BUILDING PROBLEM UPDATE: L. Daugherty reported that Siebe appears willing to compensate us for past actuators failures and for present actuators with the same lot number that continue to malfunction. August 20th is set for Precision Control and Circle "R" to check air and water flow calibrations, etc. The "as built" drawings will hopefully be re-worked from a disk made originally by Circle "R" and forwarded to Circle Design. Insulation will be installed in the areas previously missed or disturbed according to Ratio Architects. Additionally, excessive elevator expenses are being investigated. Since some parties seem to be moving forward, the Board tabled any further action to the September board meeting. L. Daugherty will send update to board members with August minutes.

6. STAFF RECOGNITION: The board made a resolution to send a letter of recognition to employees on their 5,10,15,20...year anniversary of service to JCPL, hand-written and signed by the each Board of Director.

7. *TECHNOLOGY GRANT:* Contracts are being studied.

8. *ILF DISTRICT I MEETING:* W. Doty moved, seconded by M. Duggleby, to close all of the libraries on October 8, 1996 so staff may attend the District I Meeting. Vote was unanimous.

9. *DIRECTOR EVALUATION:* Each board member will submit their evaluation of the director to the Evaluation Committee at the September meeting.

With no further business to discuss, W. Doty moved, seconded by M. Duggleby, to adjourn the meeting at 8:55 PM.

Barbara Leetua
Attest:

Anne-Marie Egan
Anne-Marie Egan, Vice-president

10

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
8/96

	DEMOT	TERENS	SELAER	WHEATFIELD	TOTAL	HOURS SPENT
REGISTRATIONS						
Borrowers--Beginning of month:	6399	6600	2666	15665		
Borrowers--End of month:	6450	6677	2696	15823		
Non-resident, paying	32	42	0	74		
PLAC card users	2	4	0	6		
Reciprocal borrowers	154	81	11	246		
XX						
INTRALIBRARY LOANS FILLED	95	129	175	399		86.5
LOCAL HISTORY						
In person	2	23	1	26		7.4
Letters written		3		3		3.0
IN-HOUSE USE - HARDWARE/SOFTWARE						
Computer agreements	9	141	15	165		13.8
Computer software used	9	162	21	192		16.0
VCR Use	4	4	1	9		1.2
Microforms		73		73		9.7
CD ROM software used		68		68		5.7
Public use of FAX service	10	22	14	46		7.7
Typewriter use	5	5	5	15		0.8
Other equipment used		1		1		0.3
OTHER LIBRARY SERVICES USED						
Walking book visits	1	2		3		2.0
Notarized documents	2	2		4		1.0
Meeting Room Use (number of groups)	23	26	2	51		17.0
Study room use	2	4	8	14		1.2
Ref book/vf copies made	53		2	55		4.6
XX						
INTERLIBRARY LOANS						
Requests made for:	57	36	8	101		25.3
Items rec'd for:	31	33	2	66		33.0
Items outstanding:	26	3	6	35		
Items from Indiana libraries	24	25	1	50		
Items requested by other libraries				0		
Items supplied to other libraries				0		0.0
Info requests answr'd for other libraries				0		
Info sent to other libraries				0		

CIRCULATION BY PATRON CODE
August 1996

PATRONS	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	759	10.7%	908	12.1%	258	9.1%	1985	11.1%
Adult Female (1)	4284	60.4%	4356	54.3%	1685	59.5%	10325	57.5%
Juvenile 0-11 (2)	1073	15.1%	1213	15.1%	480	16.9%	2766	15.4%
YA 12-17 (3)	333	4.7%	399	5.0%	203	7.2%	935	5.2%
Nonresident No Fee (4)	97	1.4%	287	3.6%	1	0.0%	385	2.1%
Board/Staff (5)	282	4.0%	437	5.5%	204	7.2%	923	5.1%
School (6)	0	0.0%	7	0.1%	0	0.0%	7	0.0%
St. Joseph College (7)	0	0.0%	12	0.1%	0	0.0%	12	0.1%
State Library Card (8)	10	0.1%	0	0.0%	0	0.0%	10	0.1%
Nonresident Fee (9)	11	0.2%	126	1.6%	0	0.0%	137	0.8%
Corporate (10)	0	0.0%	75	0.9%	0	0.0%	75	0.4%
Reciprocal (11)	248	3.5%	138	1.7%	2	0.1%	388	2.2%
Total	7097		8018		2833		17948	
Total items borrowed by nonresidents	366	5.2%	570	7.1%	3	0.1%	939	5.2%

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
August 1996

	DEMOTTE	RENSSELAER WHEATFIELD	TOTAL
Children's Programs (0-13)		9	9
Number attending		225	225
YA Programs (14-17)			0
Number attending			0
Adult Programs		5	5
Number attending		106	108
Senior Citizen Programs			1
Number attending			4
TOTAL NO. OF PROGRAMS	0	14	1
TOTAL PERSONS ATTENDING	0	331	6
			337

MEMORANDUM

Policies for Consideration in September:

Holiday Policy
Library Behavior Policy
Library Board Privilege Policy
Library Staff Privilege Policy

The Policy Committee is recommending changes to each of the above policies as follows:

Holiday Policy: The Policy Committee recommends that employees celebrating their 5th, 10th, 15th, etc. anniversary of employment receive an extra holiday during their anniversary month. This would be in lieu of the clock, bond, book or other monetary token of appreciation often offered in business and industry. It would be a much appreciated gesture which would not cost the library additional money.

Library Behavior Policy: The staff has long been concerned (and sometimes offended by) persons coming into the library in various states of undress. Our attorney says we are within our rights to require shoes and shirts.

Library Board Privilege Policy: The Committee recommends that board members be allowed to check out an unlimited number of books and other items without presenting their library cards, since the staff recognizes them and knows them to be reliable library users. The usual two book limit without a card is to minimize the risk of someone checking out books under another person's name.

Library Staff Privilege Policy: One sentence was added. Staff members currently check materials out to themselves. There is no reason to limit the number of items they borrow since there is no question that they are who they say they are!

Vote: To approve the Holiday, Library Behavior, and Board and Staff Privilege Policies as recommended by the Policy Committee.

HOLIDAY POLICY

Jasper County Public Library

The Library will be closed on these Holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. (See Personnel Policy, Sec. 3.4)

The Library Board values the expertise and dedication shown by its long-term employees. To honor these employees, they will give an extra holiday which may be taken during the month in which they celebrate the 5th, 10th, 15th, 20th, 25th or 30th anniversary of their employment.

If a Holiday falls on a Saturday, the Library will be closed on Saturday. Persons not scheduled to work on Saturday will be given equivalent time off with pay; if a Holiday falls on a Sunday, the Library will be closed the following Monday.

When a holiday falls during an employee's scheduled paid vacation period, the employee receives another day off as scheduled.

Each year a specific list of days and times of observance shall be prepared by the Director and submitted to the Library Board as part of the annual budget preparations.

8/94;9/95
Draft 96

HOLIDAY POLICY

Jasper County Public Library

The Library will be closed on these Holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. (See Personnel Policy, Sec. 3.4)

If a Holiday falls on a Saturday, the Library will be closed on Saturday. Persons not scheduled to work on Saturday will be given equivalent time off with pay; if a Holiday falls on a Sunday, the Library will be closed the following Monday.

When a holiday falls during an employee's scheduled paid vacation period, the employee receives another day off as scheduled.

Each year a specific list of days and times of observance shall be prepared by the Director and submitted to the Library Board as part of the annual budget preparations.

8/94 ; 9/95

LIBRARY BEHAVIOR POLICY

The Public Library is open to all to provide access to the information, ideas and meeting rooms therein. No individual or group has the right to interfere with anyone else's right to use the library.

Persons failing to follow the Library's behavior rules will be asked to leave.

PLEASE

No eating or drinking (except in meeting rooms)

No use of tobacco products

No running, throwing, fighting

No loud or abusive language

No bicycles, rollerblades, or skates used in the library

No sleeping in the library

No soliciting except in support of the library and sanctioned library activities

Soliciting includes such actions as selling items, begging, circulating petitions, distributing printed material, conducting surveys.

No animals except guide dogs

Parents/ guardians are responsible for their children's behavior while children are in the library or on library property. Children age seven and under may not be left unattended in the library.

Vandalism to library property will result in suspension of library borrowing privileges, as well as in criminal prosecution.

Shoes and shirts must be worn while in the library.

8/94; reviewed 9/95
draft 96

LIBRARY BEHAVIOR POLICY

The Public Library is open to all to provide access to the information, ideas and meeting rooms therein. No individual or group has the right to interfere with anyone else's right to use the library.

Persons failing to follow the Library's behavior rules will be asked to leave.

PLEASE

No eating or drinking (except in meeting rooms)

No use of tobacco products

No running, throwing, fighting

No loud or abusive language

No bicycles, rollerblades or skates used in the library

No sleeping in the library

No soliciting except in support of the library and sanctioned library activities

Soliciting includes such actions as selling items, begging, circulating petitions, distributing printed material, conducting surveys.

No animals except guide dogs

Parents/ guardians are responsible for their children's behavior while children are in the library or on library property. Children age seven and under may not be left unattended in the library.

Vandalism to library property will result in suspension of library borrowing privileges, as well as in criminal prosecution.

8/94; rev. 9/95

LIBRARY BOARD PRIVILEGE POLICY

Although the Library encourages board members to return materials on time, no fines will be assessed for overdue materials. This privilege will also be extended to spouses of present board members and, upon request, to their children living at home and under the age of 25. This privilege will also be extended to past board members.

Lost or damaged library cards will be replaced free of charge.

Board members may check out more than 2 items without presenting their library card.

Up to 10 photocopies per month may be made at no charge to any board member.

Board members may be reimbursed for mileage accrued in trips to board meetings and other board activities (see Personnel Policy, 13.5, 14.2).

The \$3.00 connect charge for FAX transmissions is waived for board members. FAX messages may be sent and received for the 20 cent per page cost only.

Except in the case of overdue fines, these privileges are extended only to board members, not to members of their families .

8/94;rev. 9/95
Draft 96

LIBRARY BOARD PRIVILEGE POLICY

Although the Library encourages board members to return materials on time, no fines will be assessed for overdue materials. This privilege will also be extended to spouses of present board members and, upon request, to their children living at home and under the age of 25. This privilege will also be extended to past board members.

Lost or damaged library cards will be replaced free of charge.

Up to 10 photocopies per month may be made at no charge to any board member.

Board members may be reimbursed for mileage accrued in trips to board meetings and other board activities (see Personnel Policy, 13.5, 14.2).

The \$3.00 connect charge for FAX transmissions is waived for board members. FAX messages may be sent and received for the 20 cent per page cost only.

Except in the case of overdue fines, these privileges are extended only to board members, not to members of their families .

8/94; 9/95

LIBRARY STAFF PRIVILEGE POLICY

Although the Library encourages staff to return materials on time, no fines will be assessed for overdue materials.

Lost or damaged library cards will be replaced free of charge.

Up to 10 photocopies per month may be made at no charge to any staff member.

Staff members may check out more than 2 items without presenting their library card.

The \$3.00 connect charge for FAX transmissions is waived for staff members. FAX messages may be sent and received for the 20 cent per page cost only.

These privileges may also be extended to library volunteers who regularly spend an average of 3 or more hours per week in service to the library.

These privileges are extended only to staff and, when desired, volunteers, not to members of their families.

8/94; reviewed 9/95

LIBRARY STAFF PRIVILEGE POLICY

Although the Library encourages staff to return materials on time, no fines will be assessed for overdue materials.

Lost or damaged library cards will be replaced free of charge.

Up to 10 photocopies per month may be made at no charge to any staff member.

The \$3.00 connect charge for FAX transmissions is waived for staff members. FAX messages may be sent and received for the 20 cent per page cost only.

These privileges may also be extended to library volunteers who regularly spend an average of 3 or more hours per week in service to the library.

These privileges are extended only to staff and, when desired, volunteers, not to members of their families.

8/94 ; rev. 9/95

Average Minutes per Transaction

Intralibrary Loans filled: 13 minutes

Put computer reserve on book; loaning library looks for book on shelf, transfers it in computer & put in appropriate spot for courier. Borrowing library Unloads book from bag, put on reserve shelf to be called, then make call(s) to notify patron that book is in and places on "called" shelf.

Local history in person visit: 17 minutes

Some people use the materials without guidance; others take a considerable amount of orientation time

Local history: letters 60 minutes

Research answer to question, write letter, address envelope

Computer agreements 5 minutes

Help patron fill out use agreement, when necessary; help them decide what software they need, help them get started using the computer

Software used 5 minutes

While some may need no help once they have the software, some need considerable help learning to use the product.

VCR use 8 minutes

While some may simply want the machine rolled into the room where they need to use it (which still takes time), others need help in getting started.

Microforms 8 minutes

Once a user is acquainted with reader/printer and location of the microforms, help is seldom needed. At the beginning, and when the user wants to print, it takes time.

CD ROM software 5 minutes

Help in learning to use the product. Many need some help at present.

Public use of FAX 10 minutes

Taking money, recording same, sending FAX (maybe more than one time if problems arise) or Taking phone call saying that FAX is expected, calling patron when FAX arrives, taking money, recording same.

Typewriter use 3 minutes

Unlocking room, giving basic instruction once in a while, relocking room when user is done.

Other equipment used 20 minutes

In library use of overhead projector, opaque projector, slide projector, etc.

Walking Books 40 minutes

Visits are tallied, not number of items delivered per visit. Patron calls to request materials, employee selects and checks out materials, delivers to home. Keeps record of what is borrowed for future reference. Later returns to pick up materials (and sometimes delivers more at the same time).

Notarized documents 15 minutes

Meeting room use 20 minutes

Schedule room (10 minutes); set up room to meet requirements of user; occasional cleanup or rearrangement of room between meetings

Study room use 5 minutes

Sign for use of room, unlock room, relock when patrons finished

Reference books/vertical file copies made 5 minutes

Make copies of materials brought to staff by user (always at Wheatfield and frequently at DeMotte and Rensselaer); take money and record same; reload copier with toner, paper

Interlibrary loan requests 15 minutes

(Preliminary searching to determine that ILL is necessary is covered by "reference questions"). Record request on form. Check BIP for complete info. Recheck GALAXY to determine that cannot be obtained from another branch. Contact INCOLSA. Recordkeeping. Check on request if no action in a couple weeks. Confer with INCOLSA when they have questions.

Interlibrary loans received 30 minutes

Recordkeeping. Route to proper library. Recordkeeping at that library. Notify patron that material is in. Keep track of items overdue and notify library and patron. Contact lending libraries for permission to renew when requested. Process materials for return, wrap, weigh, stamp and sometimes take to p.o. to mail.

ILL supplied to others 30 minutes

Search for requested information. FAX or mail.

Phone directional questions 3 minutes

Answer simple questions of hours, program dates, fine and fee information, etc. or route call to another person in building.

Phone reference questions 20 minutes

Determine information needed, look it up, call person back with information

In person directional questions 3 minutes

Answer simple questions of bathroom location (and issue key), general areas of library, signups for programs, other items as in phone directional questions.

In person reference questions 20 minutes

Determine information needed, help patron look it up

TOTAL USE	JA	FB	MR	AP	MY	JE	JL	AG	SP	OC	NV	DE	TOTAL	SYS.	Hours Spent
Motte	2553	2674	2574	2125	2062	1853	1916	1846	1552	0	0	0	19,156		4,311
ensselaer	2578	2602	2680	3388	3221	3173	3151	3133	2409	0	0	0	26,335		4,750
heatfield	1273	1292	1342	1504	1444	1427	1600	1722	1474	0	0	0	13,079		2,053
stem	6442	6592	6622	7064	6756	6462	6684	6726	5435	0	0	0	58,782		11,138

PROGRAMS

Children's programs

eMotte	12	27	19	14	38	9	5	0					124		
ensselaer	9	17	15	4	5	4	2	9					65		
/heatfield	4	5	10	12	23	8	2	0					64		
number attending															
eMotte	207	539	368	213	862	950	325	0					3,464		
ensselaer	91	239	204	51	80	63	69	225					1,022		
/heatfield	60	78	119	157	563	107	25	0					1,109		

Programs

eMotte		3						0					3		
ensselaer	6	8	2	2	2		1	0					21		
/heatfield								0							
number attending															
eMotte		89	2	5	1	38	3	0					138		
ensselaer	120	115	17	50	48	4	9	0					363		
/heatfield			1	2				0					3		

Alt programs

eMotte	1	1	2	2	2			0					8		
ensselaer	2	6	9	8	7	5	6	5					48		
heatfield	11	4	4			1		0					20		
number attending															
eMotte	25	26	20	109	12	12		0					204		
ensselaer	55	131	159	124	72	36	54	106					737		
heatfield	59	44	20	29		9	7	2					170		

Citizen programs

eMotte	1	1	1	1	1			0					5		
ensselaer		1	1	1	4	1		0					8		
heatfield		1	0					1					2		
number attending															
eMotte	22	21	28	21	9			0					101		
ensselaer		9	21	12	21	20	6	0					89		
heatfield	19	17	3			2		4					45		

il Programs

il . Attending	46	74	63	44	82	28	16	15	0	0	0	0	368		
	658	1308	962	773	1668	1241	498	337	0	0	0	0	7,445		

	JA	FB	MR	AP	MY	JE	JL	AG	SP	OC	NV	DE	TOTAL	SYS.	Hours Spent
Meeting Rm. use (grps)															
DeMotte	26	28	21	66	58	31	30	23					283		94
Rensselaer	32	39	30	38	31	26	22	26					244		81
Wheatfield	26	15	17	23	10	5	5	2					103	630	34
Study Room Use															
DeMotte	11	13	11	12	17	3	5	2					74		6
Rensselaer	26	30	22	34	28	11	11	4					166		14
Wheatfield							15	8					23	263	2
F. bks/vf copies made															
DeMotte	92	147	197	127	146	15	71	53					848		71
Rensselaer	34	34	65	80									213		18
Wheatfield	33	24	53	3	17		6	2					138	1199	12
INTERLIBRARY LOANS															
Requests made for:															
DeMotte	72	57	40	52	28	28	45	57					379		95
Rensselaer	88	85	84	61	53	34	46	36					487		122
Wheatfield	10	20	21	16	14	10	3	8					102	968	26
Received for:															
DeMotte	42	48	41	46	34	24	46	31					312		156
Rensselaer	64	83	58	47	57	28	45	33					415		208
Wheatfield	12	14	12	16	14	10	10	2					90	817	45
Applied to others				2									2	2	1
REFERENCE QUESTION:	JA	FB	MR	AP	MY	JE	JL	AG	SP	OC	NV	DE	TOTAL	SYS.	Hours Spent
(estimated)														TOTAL	
None: directional															
DeMotte	364	364	364				351	351	351				2,145		107
Rensselaer	607	607	607				633	633	633				3,720		186
Wheatfield	264	264	264				390	390	390				1,962	7827	98
None: reference															
DeMotte	459	459	459				399	399	399				2,574		858
Rensselaer	312	312	312				355	355	355				2,001		667
Wheatfield	100	100	100				269	269	269				1,107	5682	369
-person: directional															
DeMotte	472	472	472	416	416	416	347	347	347				3,705		185
Rensselaer	386	386	386	1326	1326	1326	741	741	741				7,359		368
Wheatfield	433	433	433	819	819	819	507	507	507				5,277	16341	264
-person: reference															
DeMotte	771	771	771	1187	1187	1187	455	455	455				7,240		2,413
Rensselaer	485	485	485	1222	1222	1222	680	680	680				7,161		2,387
Wheatfield	247	247	247	446	446	446	308	308	308				3,004	17405	1,001
Total Reference Ques.	4900	4900	4900	5417	5417	5417	5435	5435	5435	0	0	0	47,255	47255	8,904

CIRCULATION BY ITEM FINE CODE
August 1996

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	41	35	17	93
100 (1)	60	43	14	117
200 (2)	63	36	17	116
300 (3)	196	229	84	509
400 (4)	7	20	0	27
500 (5)	60	42	25	127
600 (6)	453	400	148	1001
700 (7)	270	237	105	612
800 (8)	23	51	14	88
900 (9)	133	120	35	288
B (10)	57	91	30	178
j000 (11)	6	8	0	14
j100 (12)	4	27	0	31
j200 (13)	5	20	4	29
j300 (14)	47	74	21	142
j400 (15)	13	9	0	22
j500 (16)	156	144	74	374
j600 (17)	89	90	49	228
j700 (18)	131	182	49	362
j800 (19)	17	16	7	40
j900 (20)	30	71	12	113
jB (21)	32	19	16	67
FIC (22)	1290	1751	420	3461
yaFIC (23)	54	76	31	161
LARGE PRINT (24)	45	40	10	95
jFIC (25)	288	340	129	757
jE (26)	989	1133	412	2534
jER (27)	314	109	61	484
Magazines (28)	710	468	185	1363
Games/Toys (29)	2	6	0	8
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	160	366	47	573
jCassettes (33)	49	44	24	117
Compact Discs (34)	185	204	168	557
jCompact Discs (35)	1	3	1	5
Sound Recordings (36)	0	12	3	15
jSound Recordings (37)	3	15	1	19
Software (38)	0	0	0	0
Vertical File (39)	28	64	13	105
Equipment (40)	0	5	0	5
yapFIC (41)	238	206	66	510
jpFIC (42)	226	196	63	485
Reference (43)	31	33	2	66
Genealogy (44)	0	0	0	0
jMagazines (45)	54	24	14	92
VHS (46)	584	1039	471	2094
Free reads	261	481	80	822
Puzzles				0
Talking books		15		15
Assignment shelf books				0
TOTAL	7405	8594	2922	18921

WHEATFIELD COLLECTION

MONTH
END

[illegible]

ADULT BOOKS

7692	7543
6837	5230

Fiction
Nonfiction

CHILDREN'S BKS

5736	5607
3255	3155

Fiction
Nonfiction

0 0 MAGAZINES, ADLT
0 0 MAGAZINES, CH

3 3 GRAPHIC MAT'L

0 0 MICROFORMS

1395	1250	SOUND REC.ADULT
43	43	SOUND REC., CH
4	4	CD ROM SOFTWRE
112	57	SOFTWARE

0 0 VERTICAL FILE

675 631 VHS
0 0 EQUIPMENT

35053	32765	35297	32959	48108	44439	48274	44563	25527	23386	25752	23523	TOTAL
-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------

[illegible]

What circulated the most?

August 1996

I compared this to
one done December 1994.
There are no differences
in position, except at
Wheatfield, Adult Fiction
and JE are reversed!

At DeMotte:

Adult Fiction (1290)
JE(Picture Books) (989)
Magazines (710)
VHS (584)
600's (Applied Science) 453)

At Rensselaer:

Adult Fiction (1751)
je (1133)
VHS (1039)
Free reads (481)
Magazines (468)

At Wheatfield:

VHS (471)
Adult Fiction (420)
je (412)
Magazines (185)
Compact Discs (168)

JCPL FINANCIAL STATEMENT

AUGUST 1996

	<u>Beginning 1996 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$371,628.76	\$3,832.79	\$338,515.27	\$75,430.35	\$604,944.60	\$105,199.43
Investments \$0.00						
Public Library Access Card Fund	\$51.00	\$0.00	\$240.00	\$0.00	\$251.00	\$40.00
Gift Fund	\$3,077.85	\$370.00	\$1,177.20	\$100.00	\$1,374.94	\$2,880.11
DeMotte	\$1,488.44	\$175.00	\$410.00	\$0.00	\$962.50	\$935.94
Rensselaer	\$926.14	\$95.00	\$408.25	\$0.00	\$308.65	\$1,025.74
Wheatfield	\$663.27	\$100.00	\$358.95	\$100.00	\$113.79	\$908.43
Bond & Interest Redemption Fund	\$134,858.07	\$0.00	\$79,129.85	\$0.00	\$110,232.50	\$103,755.42
Investments \$0.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library Improvement Reserve Fund	\$28,728.73	\$119.09	\$636.96	\$0.00	\$0.00	\$29,365.69
Investments \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Oral History Grant Fund	\$0.00	\$0.00	\$1,700.00	\$133.20	\$133.20	\$1,566.80
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund**	\$8,279.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
**transferred to Operating Fund-June 1996						
Satellite Fund	\$1,446.00	\$0.00	\$1,483.00	\$460.00	\$1,957.03	\$971.97
Indiana Technology Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$9,991.26	\$0.00	\$464.50	\$500.00	\$900.00	\$9,555.76
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
Employee Health Insur.	\$191.15	\$0.00	\$53.07	(\$190.99)	(\$503.56)	\$747.78
Employee P.E.R.F.	\$2,718.28	\$0.00	\$0.00	(\$983.28)	\$781.33	\$1,936.95
TOTAL ALL FUNDS.....	\$561,170.56	\$4,321.88	\$423,399.85	\$75,449.28	\$720,071.04	\$264,499.37

BANK ACCOUNT BALANCES FOR
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
30 Aug 96

1.	BANK ONE CHECKING	192919.90
2.	BANK ONE-CONSTRUCTION FUND SAV	9555.76
3.	BANK ONE-LIRF	29365.69
4.	FIRST OF AMERICA BANK	9455.52
5.	DEMOTTE STATE BANK	15058.20
6.	INDIANA FEDERAL BANK FOR SAVIN	3708.04
7.	NBD BANK, N.A.	3387.58
8.	PINNACLE BANK	1048.68
9.	IND.FEDERAL CD#9100055654	.00
10.	IND.FEDERAL CD#9100055646	.00
11.	IND.FEDERAL CD#9100076090	.00
12.		.00
13.		.00
14.		.00
15.	IND.FEDERAL CD#9100005606	.00
TOTAL ALL BANK ACCOUNTS		264499.37

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 30 Aug 96

F2a

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
--------------	------	-----------	-------	-----------	----------	---------	---------------	-----------------	----------

--TOTALS--

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 30 Aug 96

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
--------------	------	-----------	-------	-----------	----------	---------	---------------	-----------------	----------

13 FEB 96	9100005606	IN.FEDERAL BA	91 DAY	300000.00	5.67	OPER-LIRF-B	14 NOV 95	4240.85	
13 APR 96	9100055646	IN.FEDERAL	60 DAY	100000.00	5.15	OPER-BIRF	13 FEB 96	846.58	
12 JUN 96	9100055654	IN.FEDERAL	120 DAY	125000.00	5.20	BIRF	13 FEB 96	2136.99	
16 AUG 96	9100076090	IN.FEDERAL	60 DAYS	150000.00	5.19	BIRF-70000;	17 JUN 96	1279.73	

--TOTALS--

675000.00

8504.15

APPROPRIATION REPORT

----- JASPER COUNTY PUBLIC LIBRARY -----

30 Aug 96

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	39915.00	3326.26	26560.68	13354.32	66.5
1.12	SALARY OF ASSISTANTS	414221.00	33697.97	258733.80	155487.20	62.5
1.13	WAGES OF JANITORS	28785.00	2320.94	17362.83	11422.17	60.3
1.21	EMPLOYER'S SHARE-FICA	36943.00	3009.95	23153.46	13789.54	62.7
1.22	UNEMPLOYMENT COMPENSATION	2789.00	.00	2078.34	710.66	74.5
1.23	EMPLOYER'S CONTRIB.- PERF	22394.00	.00	16058.91	6335.09	71.7
1.24	EMPLOYER'S CONTRIB.- INS.	14608.00	240.00	3073.55	11534.45	21.0
1.31	OTHER PERSONAL SERVICES	1000.00	74.75	911.40	88.60	91.1
2.11	OFFICIAL RECORDS	950.00	.00	756.68	193.32	79.7
2.12	STATIONERY AND PRINTING	650.00	.00	448.50	201.50	69.0
2.13	OTHER OFFICE SUPPLIES	4205.00	206.43	3604.61	600.39	85.7
2.21	CLEANING & SANITATION SUPPLIES	4500.00	138.80	2043.82	2456.18	45.4
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	1.97	18.03	9.9
2.23	OTHER OPERATING SUPPLIES	3800.00	175.77	2006.74	1793.26	52.8
2.31	BUILDING MATERIALS & SUPPLIES	650.00	138.60	378.77	271.23	58.3
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	.00	200.00	.0
2.33	REPAIR PARTS	300.00	.00	212.03	87.97	70.7
2.41	LIBRARY SUPPLIES	4508.97	82.68	2268.88	2240.09	50.3
2.42	AUTOMATION SUPPLIES	4200.00	.00	1941.35	2258.65	46.2
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	1250.00	.00	808.65	441.35	64.7
3.14	OTHER PROFESSIONAL SERVICES	4400.00	525.00	2409.44	1990.56	54.8
3.21	TELEPHONE	29000.00	1884.32	15176.33	13823.67	52.3
3.22	POSTAGE	6647.45	.00	3959.88	2687.57	59.6
3.23	TRAVELING EXPENSE	4049.20	284.65	2338.15	1711.05	57.7
3.24	PROFESSIONAL MEETINGS	6149.00	499.00	4290.13	1858.87	69.8
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.31	ADVERTISING & PUBLIC NOTICES	900.00	119.64	687.37	212.63	76.4
3.32	OTHER PRINTING	400.00	.00	.00	400.00	.0
3.41	OFFICIAL BONDS	250.00	.00	200.00	50.00	80.0
3.42	OTHER INSURANCE	16573.00	.00	13378.00	3195.00	80.7
3.51	GAS	25000.00	886.93	14058.17	10941.83	56.2
3.52	ELECTRICITY	58000.00	2299.13	28175.71	29824.29	48.6
3.53	WATER	1200.00	41.20	433.55	766.45	36.1
3.54	WASTE DISPOSAL SERVICES	2000.00	182.87	1422.81	577.19	71.1
3.61	BUILDING & STRUCTURES	30000.00	2923.86	23825.95	6174.05	79.4
3.62	EQUIPMENT	4000.00	756.25	2183.03	1816.97	54.6
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	159.60	65.40	70.9
3.91	DUES	2000.00	.00	990.00	1010.00	49.5
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	40000.00	.00	.00	40000.00	.0
3.95	SERVICE CONTRACTS	9180.00	858.24	5622.94	3557.06	61.3
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	36400.00	1513.71	3615.43	32784.57	9.9
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	20195.53	1000.77	15483.18	4712.35	76.7
4.51	BOOKS	124000.00	16817.72	77905.12	46094.88	62.8
4.52	PERIODICALS & NEWSPAPERS	37086.37	84.95	14830.47	22255.90	40.0
4.53	NONPRINTED MATERIALS	22088.35	1330.01	11394.37	10693.98	51.6
	-TOTAL-	1065802.87	75430.35	604944.60	460858.27	56.8

CHANGES TO APPROPRIATION REPORT
DATE 30 Aug 96

Fund/Account No	Date	Amount	Explanation
00-1.24	22 Mar 96	38.45	REFUND BAL.NOV.PREMIUM-HOWARD
100-1.24	10 Apr 96	169.55	REFUND OF PREMIUM-R.HOWARD
100-2.13	15 Aug 96	5.00	Rebate on Bic Pens
100-2.41	30 Apr 96	8.97	INCOLSA PAID-PERS.MGMT REFRESHME
100-3.22	22 Mar 96	26.93	LEASE BOOK REIMBURSEMENT-POSTAGE
100-3.22	31 May 96	20.52	BOOK LEASE REIMBURSEMENT-POSTAGE
100-3.23	10 Apr 96	49.20	U.OF WIS.TRIP/CROWN POINT P.L.
100-3.24	16 Apr 96	149.00	BUREAU OF ED.RESEARCH SEM.REFUND
100-3.42	31 Jul 96	573.00	REFUND-WORKMEN'S COMP POLICY
100-4.4	02 Jan 96	2095.53	ENCUMBERED 1995 FUNDS-BD.ACTION
100-4.52	30 Apr 96	28.79	LOWELL P.L.REIMBU-SUPERVISORS GD
100-4.52	30 Apr 96	28.79	REIMBURSED/SUPERVISOR'S GUIDE
100-4.52	31 May 96	28.79	STARKE CO.-SUPERVISOR GUIDE-REIM
100-4.53	22 Mar 96	33.34	REIMBURSED SHARED COST ALA VIDEO
100-4.53	22 Mar 96	5.00	REBATE-INDIAN IN CUPBOARD VIDEO
100-4.53	22 Mar 96	16.67	REIMBURSED-SHARED COST ALA VIDEO
100-4.53	10 Apr 96	33.34	ALA VIDEO REIMBURSEMENT
180-3.14	28 Jun 96	310.61	Interest earned 12/95 & 3/96
180-3.14	31 Jul 96	153.89	INTEREST EARNED 2nd QTR 1996
200.07-1.1	13 Feb 96	28.06	OVERPAYMENT OF PREMIUM-RUSHER

APPROPRIATION REPORT

----- JASPER COUNTY PUBLIC LIBRARY -----

30 Aug 96

CONSTRUCTION FUND		ANNUAL	CHANGE TO	CURRENT	DISBURSMENTS	DISBURSMENTS	APPROPRIATION
ACNT #	DESCRIPTION	APPROPRIATION	APPROPRIATION	APPROPRIATION	THIS MONTH	YEAR-TO-DATE	BALANCE
3.14	OTHER PROFESSIONAL SERVICES	.00	464.50	464.50	500.00	900.00	-435.50
4.4	FURNITURE & EQUIPMENT	9991.26	.00	9991.26	.00	.00	9991.26
	-TOTAL-	9991.26	464.50	10455.76	500.00	900.00	9555.76

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 30 Aug 96

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
TRANSFER	01246	JASPER COUNTY PUBLIC LIBRARY	150000.00	12 AUG 96	CD #9100076090 MATURED
005654	01138	MARLENE BEEDLE	402.82	09 AUG 96	PAYROLL
005655	01148	YVONNE J. BEEVER	748.90	09 AUG 96	PAYROLL
005656	01151	BELSTRA, COURTNEY B.	66.85	09 AUG 96	PAYROLL
005657	01130	GLENDA BROWN	603.61	09 AUG 96	PAYROLL
005658	01134	RENEE CARR	320.47	09 AUG 96	PAYROLL
005659	01155	VALERIE A. COLVIN	94.98	09 AUG 96	PAYROLL
005660	01133	LYNN DAUGHERTY	1102.44	09 AUG 96	PAYROLL
005661	01158	LYNDA E. DAY	489.57	09 AUG 96	PAYROLL
005662	01137	JULIE EISELE	496.09	09 AUG 96	PAYROLL
005663	01124	CHARLOTTE FAGEN	493.92	09 AUG 96	PAYROLL
005664	01154	STEPHANIE D. FILSON	401.79	09 AUG 96	PAYROLL
005665	01146	MOLLY A. GATLIN	138.90	09 AUG 96	PAYROLL
005666	01152	HEEKE, MICHELLE M.	800.00	09 AUG 96	PAYROLL
005667	01159	SANDRA L. HESTERMAN	99.73	09 AUG 96	PAYROLL
005668	01136	ROSE E. HOWARD	482.93	09 AUG 96	PAYROLL
005669	01139	GAIL M. JUNG	643.12	09 AUG 96	PAYROLL
005670	01147	ANGELA M. KARCH	79.15	09 AUG 96	PAYROLL
005671	01131	DIANA KOBY	399.80	09 AUG 96	PAYROLL
005672	01127	JOAN KOPANDA	429.07	09 AUG 96	PAYROLL
005673	01128	KROS, DIANE	516.48	09 AUG 96	PAYROLL
005674	01141	SHARON K. LEWIS	96.40	09 AUG 96	PAYROLL
005675	01161	KRISTINE L. MAYS	35.61	09 AUG 96	PAYROLL
005676	01153	DIANE M. OPOLSKI	332.39	09 AUG 96	PAYROLL
005677	01129	BONNIE POWELL	436.33	09 AUG 96	PAYROLL
005678	01149	ANNETTE M. PRATT	106.56	09 AUG 96	PAYROLL
005679	01156	JACKIE REAGAN	488.13	09 AUG 96	PAYROLL
005680	01150	LISA RUSHER	493.49	09 AUG 96	PAYROLL
005681	01125	SHARON SCHULENBERG	570.02	09 AUG 96	PAYROLL
005682	01132	EILEEN SPURGEON	60.85	09 AUG 96	PAYROLL
005683	01142	LYNN M. STALBAUM	104.43	09 AUG 96	PAYROLL
005684	01144	JACK STANDISH	338.49	09 AUG 96	PAYROLL
005685	01126	JILL TACHIRIS	605.11	09 AUG 96	PAYROLL
005686	01160	VIRGINIA VIS	95.13	09 AUG 96	PAYROLL
005687	01157	SUSAN M. WAKELAND	101.70	09 AUG 96	PAYROLL
005688	01140	WEBSTER, RACHAEL D.	447.56	09 AUG 96	PAYROLL
005689	01135	WHITED, AMBER	346.03	09 AUG 96	PAYROLL
005690	01145	MARGARET M. WOODS	557.95	09 AUG 96	PAYROLL
005691	01143	LEANNE YORK	825.49	09 AUG 96	PAYROLL
005693	01261	MARLENE BEEDLE	402.82	23 AUG 96	PAYROLL
005694	01271	YVONNE J. BEEVER	748.90	23 AUG 96	PAYROLL
005695	01274	BELSTRA, COURTNEY B.	66.85	23 AUG 96	PAYROLL
005696	01253	GLENDA BROWN	509.71	23 AUG 96	PAYROLL
005697	01257	RENEE CARR	365.75	23 AUG 96	PAYROLL
005698	01278	VALERIE A. COLVIN	87.06	23 AUG 96	PAYROLL
005699	01256	LYNN DAUGHERTY	1102.44	23 AUG 96	PAYROLL
005700	01281	LYNDA E. DAY	403.24	23 AUG 96	PAYROLL
005701	01260	JULIE EISELE	455.30	23 AUG 96	PAYROLL

REGISTER OF CLAIMS
----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET
RENSSELAER, IN 47978-2447

PAGE 2

30 Aug 96

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005702	01247	CHARLOTTE FAGEN	547.31	23 AUG 96	PAYROLL
005703	01277	STEPHANIE D. FILSON	371.16	23 AUG 96	PAYROLL
005704	01269	MOLLY A. GATLIN	13.84	23 AUG 96	PAYROLL
005705	01275	HEEKE, MICHELLE M.	800.00	23 AUG 96	PAYROLL
005706	01282	SANDRA L. HESTERMAN	124.67	23 AUG 96	PAYROLL
005707	01259	ROSE E. HOWARD	482.93	23 AUG 96	PAYROLL
005708	01262	GAIL M. JUNG	637.63	23 AUG 96	PAYROLL
005709	01270	ANGELA M. KARCH	133.07	23 AUG 96	PAYROLL
005710	01254	DIANA KOBY	399.80	23 AUG 96	PAYROLL
005711	01250	JOAN KOPANDA	429.07	23 AUG 96	PAYROLL
005712	01251	KROS, DIANE	491.94	23 AUG 96	PAYROLL
005713	01264	SHARON K. LEWIS	80.35	23 AUG 96	PAYROLL
005714	01284	KRISTINE L. MAYS	106.86	23 AUG 96	PAYROLL
005715	01285	LOREILENE MARIE MOONEY	12.46	23 AUG 96	PAYROLL
005716	01276	DIANE M. OPOLSKI	332.39	23 AUG 96	PAYROLL
005717	01252	BONNIE POWELL	403.47	23 AUG 96	PAYROLL
005718	01272	ANNETTE M. PRATT	76.65	23 AUG 96	PAYROLL
005719	01279	JACKIE REAGAN	488.13	23 AUG 96	PAYROLL
005720	01273	LISA RUSHER	425.68	23 AUG 96	PAYROLL
005721	01248	SHARON SCHULENBERG	520.93	23 AUG 96	PAYROLL
005722	01255	EILEEN SPURGEON	60.85	23 AUG 96	PAYROLL
005723	01265	LYNN M. STALBAUM	78.51	23 AUG 96	PAYROLL
005724	01267	JACK STANDISH	313.97	23 AUG 96	PAYROLL
005725	01249	JILL TACHTIRIS	556.37	23 AUG 96	PAYROLL
005726	01283	VIRGINIA VIS	186.59	23 AUG 96	PAYROLL
005727	01280	SUSAN M. WAKELAND	87.06	23 AUG 96	PAYROLL
005728	01263	WEBSTER, RACHAEL D.	428.32	23 AUG 96	PAYROLL
005729	01258	WHITED, AMBER	286.57	23 AUG 96	PAYROLL
005730	01268	MARGARET M. WOODS	514.80	23 AUG 96	PAYROLL
005731	01266	LEANNE YORK	825.49	23 AUG 96	PAYROLL
015086	01162	BANK ONE	4983.13	09 AUG 96	FICA & FED.TAXES WITHHELD 09
015087	01163	INDIANA DEFERRED COMPENSATIO	269.60	09 AUG 96	WITHHELD FROM 09 AUG 96 PAYR
015088	01164	TOWN OF DEMOTTE	40.72	09 AUG 96	DAUGHERTY,KOPANDA,KOBY,SCHUL
015089	01165	TOWN OF WHEATFIELD SEWER WOR	41.05	09 AUG 96	SEWAGE-DEMOTTE-JUNE 1996
015090	01166	AMBER WHITED	16.60	12 AUG 96	SEWAGE-AUGUST 1996-WHEATFIEL
015091	01167	AMERICAN MANAGEMENT ASSOCIAT	455.00	12 AUG 96	MILEAGE-
015092	01168	ASSOCIATED LIBRARIES, INC.	198.05	12 AUG 96	SATELITE-5TH ANN.CONF.WORKIN
015093	01169	AVC CORPORATION	188.00	12 AUG 96	BOOKS
015094-VO	01244	ACORDIA PERSONAL BENEFITS, I	-643.00	12 AUG 96	FIN. SEVICE AGRREMENT-AUGUST
015094	01170	ACORDIA PERSONAL BENEFITS, I	643.00	12 AUG 96	VOID CK & A/P VOUCHER #01170
015095	01171	B AND G DEVELOPERS,INC	138.60	12 AUG 96	QTLY. PREMIUM-JUNG, RUSHER
015096	01172	BAKER & TAYLOR	12908.20	12 AUG 96	SIDEWALK CAUKING MATERIAL
015097	01173	BAKER & TAYLOR BOOKS	997.06	12 AUG 96	BOOKS
015098	01174	BAKER & TAYLOR ENTERTAINMENT	21.05	12 AUG 96	CONTINUATION-BOOKS
015099	01175	BETTY A. HUFF (PAS-TIME BOO	363.13	12 AUG 96	VIDEO'S
015100	01176	CD ONE STOP	137.56	12 AUG 96	BOOKS
015101	01177	CENTRAL STATES SALES CORPORA	175.77	12 AUG 96	CD'S
					REPLACEMENT BULBS

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

30 Aug 96

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015102	01178	CUSTOM LAWN CARE	580.00	12 AUG 96	LAWN MAINTENANCE-RENS.
015103	01179	DEMCO	83.64	12 AUG 96	CATALOG CARDS-HANGUP BAGS,XA
015104	01180	DIANA KOOY	16.40	12 AUG 96	MILEAGE-BATTERIES FOR PHONES
015105	01181	DIVERSITY UNIFORMS	34.75	12 AUG 96	5 NAME BADGES
015106	01182	EDUCATORS PROGRESS SERVICE,	40.90	12 AUG 96	BOOKS
015107	01183	FRED PRYOR SEMINARS	79.00	12 AUG 96	COMM SKILLS WOMEN-9/11/96-WQ
015108	01184	GAIL JUNG	26.40	12 AUG 96	MILEAGE
015109	01185	GAYLORD BROS.	1000.00	12 AUG 96	MARC SUBSCRIPTION-8/1/96-7/3
015110	01186	GLENDA BROWN	21.85	12 AUG 96	MILEAGE
015111	01187	GROLIER PUBLISHING COMPANY	41.01	12 AUG 96	BOOKS
015112	01188	GRUNKO FILMS INC.	44.90	12 AUG 96	VIDEO'S
015113	01189	HAINES & COMPANY, INC.	169.00	12 AUG 96	CRISS-CROSS DIRECTORY-12 MON
015114	01190	HERITAGE OFFICE PRODUCTS, IN	869.22	12 AUG 96	DEM.SERV.CONTR.-CALENDERS-CO
015115	01191	HIGHSMITH CO. INC.	92.85	12 AUG 96	NCR FORMS (ORDER SLIPS)
015116	01192	HP PRODUCTS CORP.	138.80	12 AUG 96	PAPER TOWELS,HAND SOAP
015117	01193	INFRARED SPECIALITIES, INC.	500.00	12 AUG 96	INFRARED SCAN/RENS.LIB-BLDG.
015118	01194	INFORMATION & RECORDS ASSOC.	244.00	12 AUG 96	MICROFICHE/READER REPAIRS-DE
015119	01195	INFORMATION/REFERENCE GROUP	201.74	12 AUG 96	BOOKS
015120	01196	INFORMATION TODAY,INC.	69.95	12 AUG 96	SUBSCRIPTION-COMP.IN LIBRARI
015121	01197	JACKIE REAGAN	42.60	12 AUG 96	MILEAGE
015122	01198	JACKSON STRIPING	660.00	12 AUG 96	STRIPE PARKING LOTS-RENS,DEM
015123	01199	JOAN KOPANDA	12.00	12 AUG 96	MILEAGE
015124	01200	JULIE EISELE	11.40	12 AUG 96	MILEAGE
015125	01201	KANKAKEE VALLEY POST NEWS	59.82	12 AUG 96	BUDGET ADVERTISING
015126	01202	LAWTON ENTERPRISES	691.22	12 AUG 96	BOOKS
015127	01203	LODS WORLDCOM	810.83	12 AUG 96	LONG DIST.CARRIER/DATA LINES
015128	01204	LEANNE YORK	161.40	12 AUG 96	MILEAGE-ORAL HISTORY MAPS
015129	01205	LEISURE ARTS	23.90	12 AUG 96	BOOK
015130	01206	LYN DAY	5.00	12 AUG 96	PROGRAM PLANNING BOOKLET
015131	01207	LYNN DAUGHERTY	43.20	12 AUG 96	MILEAGE
015132	01208	McSHANE'S	106.16	12 AUG 96	BINDING-6 PC POCKET FILE
015133	01209	MICHELLE HEEKE	47.95	12 AUG 96	MILEAGE-BOOK PURCHASE
015134	01210	MIDWEST MICRO PERIPHERALS	308.40	12 AUG 96	IOMEGA DITTO EASY TRVN-TAPE
015135	01211	MONTGOMERY KONE,INC.	709.72	12 AUG 96	ANNUAL ELEVATOR SERV. CONTRA
015136	01212	NETNITCO	67.50	12 AUG 96	INTERNET SERVICE- AUG'96
015137	01213	NIPSCO	491.69	12 AUG 96	UTILITIES-DEM. 6/18 TO 7/18/
015138	01214	NORTHWESTERN INDIANA TELEPHO	140.89	12 AUG 96	TELE SERV-DEM. AUG'96
015139	01215	PEGGY WOODS	5.70	12 AUG 96	MILEAGE
015140	01216	PEN PRODUCTS	630.00	12 AUG 96	WHEATF.OFFICE CHAIRS-2
015141	01217	PRECISION CONTROL SYSTEMS, I	190.00	12 AUG 96	REPAIRS TO LEAKY PIPE-RENS.
015142	01218	QUALITY BOOKS INC.	903.88	12 AUG 96	BOOKS
015143	01219	REED REFERENCE PUBLISHING	254.07	12 AUG 96	BOOK-AM LIBRARY DIRECTORY 96
015144	01220	REGENT BOOK CO., INC.	48.96	12 AUG 96	BOOKS
015145	01221	RENSSELAER REPUBLICAN	59.82	12 AUG 96	BUDGET ADVERTISING
015146	01222	RONALD D. McATEE	735.00	12 AUG 96	WNDS.CLASS;COMPUTER WORK-REN
015147	01223	SECURITY COURIERS CORP.	858.24	12 AUG 96	TRANSPORT SERVICE-6/28 THRU
015148	01224	SCHULTZ TV & ELECTRONICS	65.25	12 AUG 96	WHEATF. VCR REPAIR
015149	01225	SIMON & SCHUSTER SCHOOL GROU	20.26	12 AUG 96	BOOKS

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 30 Aug 96

PAGE 4

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015150	01226	SIERRA	15.00	12 AUG 96	6 ISSUES SUBCRIPTION-7/15/96
015151	01227	STEPHANIE FILSON	32.30	12 AUG 96	MILEAGE
015152	01228	SUNSET PRODUCTIONS, INC.	17.37	12 AUG 96	AUDIO
015153	01229	T.C. & M., INC.	76.86	12 AUG 96	WHEATF. NEW RELAY SWITCH
015154	01230	TEETERS CULLIGAN	9.95	12 AUG 96	WATER COOLER RENTAL-WHEATF.
015155	01231	TIM SUTHERLAND	100.00	12 AUG 96	BASIC INTERNET TRAINING-5 EM
015156	01232	TOWN & COUNTRY PAVING	1285.00	12 AUG 96	SEAL COAT PARKING LOT-DEM.;W
015157	01233	TYSEN'S COUNTRY GROCERY, INC	29.40	12 AUG 96	CHILDREN'S PROGRAM-DEM. SNAC
015158	01234	VIRGINIA VIS	74.75	12 AUG 96	SUBSTITUTE JANITOR
015159	01235	WAL-MART STORES, INC.	33.97	12 AUG 96	PENCILS, POSTERBRD, CUPS, LEMON
015160	01236	WALSTRA FINE CUT	132.00	12 AUG 96	LAWN MOWING-DEMOTTE-JUN'96
015161	01237	YVONNE BEEVER	140.00	12 AUG 96	ALA REGISTRATION
015162	01238	AMANDA DOZIER	25.00	12 AUG 96	YA SUMMER READING WINNER-WH.
015163	01239	DAN PILARCZYK	25.00	12 AUG 96	YA SUMMER READING WINNER-WH.
015164	01240	INDIANA LIBRARY FEDERATION	180.00	12 AUG 96	CYPD ANNUAL CONFERENCE-KROS, REAGAN, 9/23/96
015165	01241	LESLIE FLANDERS	25.00	12 AUG 96	YA SUMMER READING WINNER-WH.
015166	01242	MATT DRESHER	25.00	12 AUG 96	YA SUMMER READING WINNER-WH.
015167	01243	UNITED TELEPHONE COMPANY	701.38	12 AUG 96	TELEPHONES-RENS-8/1 TO 8/31/
015168	01245	ACORDIA PERSONAL BENEFITS, I	271.94	12 AUG 96	QTLY. PREMIUM-RUSHER
015169	01286	BANK ONE	4761.03	23 AUG 96	FICA & FED TAXES WITHHELD 23
015170	01287	INDIANA DEFERRED COMPENSATIO	269.60	23 AUG 96	WITHHELD FROM PAYROLL 23 AUG DAUGHERTY, KOBY, KOPANDA, SCHUL
015171	01288	INDIANA DEPARTMENT OF REVENUE	1654.32	23 AUG 96	STATE, COUNTY TAX WITHHELD 23
015172	01289	CITY OF RENSSELAER	2235.74	23 AUG 96	RENSSELAER UTILITIES JUL '96
015173	01290	NIPSCO	600.93	23 AUG 96	WHEATFIELD UTILITIES JUL '96
015174	01291	UNITED TELEPHONE COMPANY	163.72	23 AUG 96	WHEATFIELD TELEPHONE AUG '96

--TOTAL AMOUNT OF CLAIMS-- 225449.28

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 225449.28. Dated 9 SEP 96.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
AUGUST 30, 1996

F5

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES.....			\$1,565.76	\$16,648.93
DeMotte	\$651.14	\$6,469.33		
Rensselaer	\$762.62	\$7,385.01		
Wheatfield	\$152.00	\$2,794.59		
PHOTOCOPIES.....			\$450.30	\$4,866.98
DeMotte	\$191.85	\$1,808.29		
Rensselaer	\$209.75	\$2,359.14		
Wheatfield	\$48.70	\$699.55		
CARDS.....			\$81.00	\$745.00
DeMotte	\$18.00	\$275.50		
Rensselaer	\$61.00	\$417.00		
Wheatfield	\$2.00	\$52.50		
INTEREST.....			\$1,730.73	\$11,687.78
TAXES.....			\$0.00	\$300,757.31
Property Tax	\$0.00	\$92,020.78		
Financial Institution Tax	\$0.00	\$804.86		
License Excise Tax	\$0.00	\$28,897.65		
Local Option/Certified Shares	\$0.00	\$158,961.00		
Local Option/Property Tax Repl.	\$0.00	\$17,914.00		
State Distribution	\$0.00	\$2,159.02		
REFUNDS.....			\$5.00	\$3,809.27
B&T - Book Lease Postage	\$0.00	\$115.74		
Insurance Claims/Refunds	\$0.00	\$2,649.28		
Satellite Grant Reimbursement	\$0.00	\$207.01		
Salem Press-Book Overpayment	\$0.00	\$450.00		
Video/Magazine Rebates/Reimburse	\$0.00	\$223.92		
Bureau of Educ.Research/Mtg Ref.	\$0.00	\$149.00		
Incolsa/Prog.Refreshment Reimbui	\$0.00	\$8.97		
A.T.& T. credit refund	\$0.00	\$0.35		
Bic Pen Refund	\$5.00	\$5.00		
		\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$3,832.79	\$338,515.27
PLAC FUND.....			\$0.00	\$240.00
GIFT FUNDS.....			\$370.00	\$1,177.20
DeMotte	\$175.00	\$410.00		
Rensselaer	\$95.00	\$408.25		
Wheatfield	\$100.00	\$358.95		
BOND & INTEREST REDEMPTION FUND.....			\$0.00	\$79,129.85
Property Tax	\$0.00	\$59,789.06		
Financial Institution Tax	\$0.00	\$574.64		
License Excise Tax	\$0.00	\$18,766.15		
HOST/HOSPITALITY FUND.....			\$0.00	\$0.00
LIBRARY IMPROVEMENT FUND.....			\$119.09	\$636.96
ORAL HISTORY GRANT FUND.....			\$0.00	\$1,700.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$1,483.00
INDIANA TECHNOLOGY GRANT FUND.....			\$0.00	\$0.00
CONSTRUCTION FUND.....			\$0.00	\$464.50
Interest Earned	\$0.00	\$464.50		
Bldg.Contract-Reimbursement	\$0.00	\$0.00		
WITHHOLDING ACCOUNT FUNDS.....			\$0.00	\$53.07
TOTAL RECEIPTS - ALL FUNDS.....			\$4,321.88	\$423,399.85

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 09 Sep 96

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
COR.ENTRY	01366	EBSCO SUBSCRIPTION SERVICES	-7793.00	09 SEP 96	VOID VOUCHER #01316,WRONG AP
005732	01382	MARLENE BEEDLE	402.82	10 SEP 96	PAYROLL
005733	01390	YVONNE J. BEEVER	748.90	10 SEP 96	PAYROLL
005734	01393	BELSTRA, COURTNEY B.	91.90	10 SEP 96	PAYROLL
005735	01374	GLENDA BROWN	603.61	10 SEP 96	PAYROLL
005736	01378	RENEE CARR	388.38	10 SEP 96	PAYROLL
005737	01397	VALERIE A. COLVIN	106.86	10 SEP 96	PAYROLL
005738	01377	LYNN DAUGHERTY	883.56	10 SEP 96	PAYROLL
005739	01400	LYNDA E. DAY	437.78	10 SEP 96	PAYROLL
005740	01381	JULIE EISELE	455.30	10 SEP 96	PAYROLL
005741	01368	CHARLOTTE FAGEN	600.94	10 SEP 96	PAYROLL
005742	01396	STEPHANIE D. FILSON	340.52	10 SEP 96	PAYROLL
005743	01394	HEEKE, MICHELLE M.	799.99	10 SEP 96	PAYROLL
005744	01401	SANDRA L. HESTERMAN	106.20	10 SEP 96	PAYROLL
005745	01380	ROSE E. HOWARD	410.97	10 SEP 96	PAYROLL
005746	01383	GAIL M. JUNG	637.63	10 SEP 96	PAYROLL
005747	01389	ANGELA M. KARCH	96.59	10 SEP 96	PAYROLL
005748	01375	DIANA KOORY	399.80	10 SEP 96	PAYROLL
005749	01371	JOAN KOPANDA	429.07	10 SEP 96	PAYROLL
005750	01372	KROS, DIANE	491.94	10 SEP 96	PAYROLL
005751	01385	SHARON K. LEWIS	128.55	10 SEP 96	PAYROLL
005752	01403	KRISTINE L. MAYS	83.11	10 SEP 96	PAYROLL
005753	01404	MOONEY, LOREILENE M.	112.21	10 SEP 96	PAYROLL
005754	01395	DIANE M. OPOLSKI	332.39	10 SEP 96	PAYROLL
005755	01373	BONNIE POWELL	403.47	10 SEP 96	PAYROLL
005756	01391	ANNETTE M. PRATT	61.67	10 SEP 96	PAYROLL
005757	01398	JACKIE REAGAN	488.13	10 SEP 96	PAYROLL
005758	01392	LISA RUSHER	425.68	10 SEP 96	PAYROLL
005759	01369	SHARON SCHULENBERG	520.93	10 SEP 96	PAYROLL
005760	01376	EILEEN SPURGEON	60.85	10 SEP 96	PAYROLL
005761	01387	JACK STANDISH	325.72	10 SEP 96	PAYROLL
005762	01370	JILL TACHTIRIS	556.37	10 SEP 96	PAYROLL
005763	01402	VIRGINIA VIS	227.79	10 SEP 96	PAYROLL
005764	01399	SUSAN M. WAKELAND	114.83	10 SEP 96	PAYROLL
005765	01384	WEBSTER, RACHAEL D.	274.48	10 SEP 96	PAYROLL
005766	01379	WHITED, AMBER	324.62	10 SEP 96	PAYROLL
005767	01388	MARGARET M. WOODS	514.80	10 SEP 96	PAYROLL
005768	01386	LEANNE YORK	825.49	10 SEP 96	PAYROLL
015175	01292	A & S PLUMBING & HEATING	69.50	09 SEP 96	REPAIR'S TO MEN'S BATHROOM-D
015176	01293	ACORDIA PERSONAL BENEFITS, I	863.86	09 SEP 96	QUARTERLY PREMIUM-BEEVER,HEE
015177	01294	ALL-PHASE ELECTRIC SUPPLY CO	97.50	09 SEP 96	BALLAST FOR OUTDOOR LIGHT-RE
015178	01295	AMERICAN MANAGEMENT ASSOCIAT	455.00	09 SEP 96	ANNUAL BRIEFING-SECR. & ADM.
015179	01296	AMBER WHITED	29.94	09 SEP 96	MILEAGE-IUN INTERNET MEETING
015180	01297	AUDIOFILE	48.00	09 SEP 96	RENEWAL SUBSCRPT.-TECH SERV-
015181	01298	BAKER & TAYLOR	4619.52	09 SEP 96	LEASE BOOKS
015182	01299	BAKER & TAYLOR BOOKS	364.00	09 SEP 96	CONTINUATION BOOKS
015183	01300	BETTY A. HUFF (PAS-TIME BOO	630.28	09 SEP 96	BOOKS
015184	01301	BONNIE POWELL	31.20	09 SEP 96	MILEAGE-INTERNET TRAINING

REGISTER OF CLAIMS
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
09 Sep 96

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015185	01302	BROWN'S GARDEN SHOPPE	305.00	09 SEP 96	MAINTENANCE TO TREE'S-ADD NE
015186	01303	CAREER TRACK INC.	39.00	09 SEP 96	ORGANIZE WORKSHOP-INDPLS-BEE
015187	01304	CD ONE STOP	459.32	09 SEP 96	CD'S
015188	01305	CENTRAL STATES SALES CORPORA	86.85	09 SEP 96	REPLACEMENT BULBS
015189	01306	CORINE TACHTIRIS	50.00	09 SEP 96	LAWN MAINTENANCE-DEMOTTE-JUL
Constr.Fund 015190	01307	COUNTRYSIDE LANDSCAPING/GARD	430.00	09 SEP 96	REMOVE SOD-INSTALL SIDEWALK-
015191	01308	CUSTOM LAWN CARE	380.00	09 SEP 96	LAWN MAINTENANCE-RENS AUG '9
015192	01309	DEMCO	128.45	09 SEP 96	ORDR.SLIPS,HANG BAGS,CD CASE
015193	01310	DEMOTTE OFFICE SUPPLY	26.91	09 SEP 96	FOLDERS FOR TEACHER HANDOUTS
015194	01311	DIANA KOBY	299.79	09 SEP 96	MILEAGE-CD ROM MULTIMEDIA K
015195	01312	DIANE KROS	26.40	09 SEP 96	MILEAGE
015196	01313	DIANE OPOLSKI	4.67	09 SEP 96	INTERNET TRAINING AT IUN
015197	01314	ILF ANNUAL CONFERENCE	680.00	09 SEP 96	DIST.ONE CONF.ON 10/8/96-24
015198	01315	DIVERSITY UNIFORMS	6.95	09 SEP 96	1 NAME BADGE
015199	01367	EBSCO SUBSCRIPTION SERVICES	7793.00	09 SEP 96	3 CD-ROM FULL TEXT/MASTERPLO
015199	01316	EBSCO SUBSCRIPTION SERVICES	7793.00	09 SEP 96	3 CD ROM FULL TEXT-MASTERPLO
015200	01317	FASE-KALUF TV & APPLIANCE	10.99	09 SEP 96	PRINTER CABLE-RENSSELAER
015201	01318	FASE'S WATER TREATMENT & FLO	61.25	09 SEP 96	REDOUT-DEMOTTE
015202	01319	FAS-TRACK COMPUTER PRODUCTS	8.75	09 SEP 96	CD-ROM CADDY
015203	01320	GROLIER PUBLISHING COMPANY	42.29	09 SEP 96	BOOKS
015204	01321	GAIL JUNG	27.89	09 SEP 96	DEMOTTE PETTY CASH
015205	01322	GAIL JUNG	44.62	09 SEP 96	RENSSELAER PETTY CASH
015206	01323	GAYLORD BROS.	34.10	09 SEP 96	HANG-UP BAGS, SUBJECT LABELS
015207	01324	GTI	415.16	09 SEP 96	LABELS
015208	01325	HAINES & COMPANY, INC.	341.87	09 SEP 96	CRISS-CROSS DIRECTORY-REN,DE
015209	01326	HERITAGE OFFICE PRODUCTS, IN	965.01	09 SEP 96	SERV.CONTRACT MITA COPIER-8/ EPSON STYLUS RIBBON-RENS
015210	01327	HIGHSMITH CO. INC.	317.90	09 SEP 96	2 VISIBLE CARD BOOKS,MAG. BI
015211	01328	INCOLSA	50.00	09 SEP 96	MRKTNG.YOUR LIB.;10/9/96-DAU
015212	01329	INDIANAPOLIS NEWSPAPERS, INC	218.40	09 SEP 96	ANN.SBSCRIPT.INDPLS.STAR-9/6/
015213	01330	INFORMATION/REFERENCE GROUP	526.11	09 SEP 96	BOOKS,GALE DIRECTORY 97-REN
015214	01331	KANKAKEE VALLEY READING COUN	15.00	09 SEP 96	Y.S. MEMBERSHIP-FAGEN,KROS,
015215	01332	KOLORTECH, INC.	398.78	09 SEP 96	FLUORESCENT BULBS,OUTDOOR FL
015216	01333	LDDS WORLDCOM	861.14	09 SEP 96	LOND DIST.CARRIER/DATA LINES
015217	01334	LYNN DAUGHERTY	183.53	09 SEP 96	MILEAGE & 10 STAFF-ROMEUVILL
015218	01335	MICHELLE HEEKE	26.40	09 SEP 96	MILEAGE
015219	01336	MICROMARKETING ASSOCIATES	81.75	09 SEP 96	VIDEO'S
015220	01337	NETNITCO	67.50	09 SEP 96	INTERNET SERVICE SEP'96
015221	01338	NIPSCO	6186.52	09 SEP 96	UTILITIES-DEM. 6/18 TO 8/19/
015222	01339	NORTHWESTERN INDIANA TELEPHO	153.20	09 SEP 96	TELE SERV.-DEM. SEP'96
015223	01340	OOMS DISPOSAL SERVICE INC.	45.00	09 SEP 96	3rd QTR.TRASH SERVICE-DEMOTT
015224	01341	PAT DAY	50.00	09 SEP 96	REPTILE PROGRAM-RENS. CHILDR
015225	01342	PATRICK OATIS	330.00	09 SEP 96	SIGN LANGUAGE PROGRAM-RENS.L
015226	01343	PBS ADULT LEARNING SATELLITE	295.00	09 SEP 96	"KIDS ARE ALL RIGHT" SATELLI
015227	01344	PHILIP N. HOWARD	125.00	09 SEP 96	JULY/AUG LAWN CARE/GENERAL M
015228	01345	PRECISION CONTROL SYSTEMS, I	1030.00	09 SEP 96	QTLY MTNCE-SEP TO NOV.1996
015229	01346	PUBLISHERS WEEKLY	119.00	09 SEP 96	WHEATFIELD SUBSCRIPTION-11/9
015230	01347	QUALITY BOOKS INC.	114.51	09 SEP 96	BOOKS

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 09 Sep 96

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015231	01348	QUILL	379.20	09 SEP 96	TAPE,LABELS,INKJET CARTR.,ST
015232	01349	REGENT BOOK CO., INC.	29.77	09 SEP 96	BOOKS
015233	01350	RENSSELAER REPUBLICAN	9.00	09 SEP 96	CLASSIFIED AD-PAGE-DEM.
015234	01351	SECURITY COURIERS CORP.	893.40	09 SEP 96	TRANSPORT SERVICE-8/2/96 TO
015235	01352	STEPHANIE FILSON	30.00	09 SEP 96	MILEAGE
015236	01353	SUDANCO AFFORDABLE ALTERNATI	22.40	09 SEP 96	LABELS-"ACTION"
015237	01354	T.J. PUBLISHERS, INC.	508.33	09 SEP 96	BOOKS & VIDEO/BOOK SET
015238	01355	TEETERS CULLIGAN	39.65	09 SEP 96	SEP.WATER COOLER RENTAL & WA
015239	01356	THINK TANK INFORMATION SYSTE	2109.09	09 SEP 96	PENTIUM COMPUTER-WHEATFIELD
015240	01357	TIM SUTHERLAND	80.00	09 SEP 96	IUN INTERNET TRAINING;8/29 &
					WEBSTER,CARR,WHITED,OPOLSKI
015241	01358	TOWN OF DEMOTTE	40.72	09 SEP 96	SEWER SERVICE TO 7/31/96-DEM
015242	01359	TOWN OF WHEATFIELD SEWER WOR	41.05	09 SEP 96	SEWER SERVICE-WHEATFIELD
015243	01360	TYSEN'S COUNTRY GROCERY, INC	37.19	09 SEP 96	CH.PRG.SUP.-DEM,.WND.WSH.,BL
015244	01361	USA TODAY	119.00	09 SEP 96	SUBSCRIPTION TO 9/25/97-DEMO
015245	01362	VAL STORE #15	52.96	09 SEP 96	UTILITY CART,MIRROR'S,CALCUL
015246	01363	WALSTRA FINE CUT	226.50	09 SEP 96	LAWN MAINTENANCE-DEMOTTE JUL
015247	01364	WILLIAM A. DOWELL	26.00	09 SEP 96	"ENSIGN"FLAG STAND
015248	01365	YVONNE BEEVER	167.42	09 SEP 96	MILEAGE,BOOK & CD ROM
015249	01405	BANK ONE	4732.08	09 SEP 96	FICA & FED TAXES WITHHELD LE
015250	01406	INDIANA DEFERRED COMPENSATIO	527.10	09 SEP 96	WITHHELD FROM 09 SEP 96 PAYR
					DAUGHERTY,KOPANDA,KOORY,SCHUL
015251	01407	UNITED TELEPHONE COMPANY	682.51	09 SEP 96	TELEPHONE-SEPTEMBER-RENSSELA
015252	01408	LYNN DAUGHERTY	689.26	09 SEP 96	SYRACUSE,NY TRIP (GAYLORD IN
		---TOTAL AMOUNT OF CLAIMS---	56728.29		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 56728.29. Dated 09 SEP 96.

Incident Report

A Rensselaer middle school teacher called Tuesday asking that "an extensive amount of books on James Whitcomb Riley" be collected and held for her. She would come in to get them by Friday. The person who took the call said she would see if someone had time to get them together.

The books were collected and put on a shelf for her. When she did not come Friday, they were put elsewhere to be reshelfed. Hence, when she called for them Saturday, Michelle, who knew nothing about the request, could not find them at first, and thought they had not been collected.

She offered to show the teacher where the Riley biographies and the poetry books were. The teacher said, "You mean I have to go to the shelves myself? I am going to submit my request for this collection again!"

The teacher was very irate and said she was going to talk to Bob Souza. (Eventually, Michelle found the collected books which were waiting to be reshelfed and gave them to the teacher.)

We discussed this change in practice at management meeting this summer.

1. While it is a wonderful service to offer, requests were coming in very frequently -- at Rensselaer as often as once a day--and took an hour or more per request to fill. This is a significant portion of a librarian or specialist's work day.
2. It is difficult for staff to determine appropriate books for a grade level. It is a guessing situation, and while the books sit on the shelf waiting for a teacher to come in and decide if they are what s/he wants, they are unavailable to others.
3. Teachers all too often call and want the books in 2-3 hours. Many times it is impossible to meet this request because of story hours or meetings or other demands on the trained staff person's time. (This is not a job which can be given to just any available staff person).

What the group agreed they would do was as follows:

Classroom teachers desiring books on a specific subject need to be informed that we will be happy to accommodate their request as *staff time permits*; and that we appreciate their calling ahead. If we do not have time to fill requests or if the requests involve extensive research on our part (i.e. a collection of books on various invertebrates), we will say that we would be very glad to help the teacher find the materials she wants when she comes in, but that she will have a much better idea of what will meet her students' needs than would we.

The teacher described above feels we have an obligation to continue this service.

I agree with this assessment. I think we can (and we do) offer to pull a *few* books on a subject for a teacher or for any other patron who calls with such a request. I would like us to continue to try to accommodate requests as *staff time permits*.

We accommodate teachers in other ways by allowing extended loans of books (6 weeks) and extended loan on videos. I think school libraries exist solely for the purpose of supporting the schools and curricula. That is only one of many of our responsibilities as public libraries and I don't feel a *demand* by teachers that we offer this service is justifiable.

OCT

AGENDA

Jasper County Public Library Board of Trustees
Monday, October 14, 7:00 PM
Rensselaer Library

Purpose

Executive Session to discuss a job performance evaluation

Opening of meeting

- A. Moment of silence
- B. Approval of agenda format

Action

Approval of Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)

General Business

- A. Director's 1997 salary
- B. Building problem update (R 7)
- C. Workshop: Building Effective Board Teams (Nov. 9) (R 7)
- D. NILBA Dinner, October 30 (R 7)
- E. Internet Service (R 8)
- F. Wide area network (R 8)
- G. INCOLSA Courier Service (R 8)
- H. Circulation Policy (R 10)

Action
Information
Information
Information
Action
Information
Information
Action

Director's Report (R 7 - R 10)

Information

Items for future Agendas

Public Forum

Adjournment

MINUTES.....September 9, 1996
Jasper County Public Library Board Of Trustees Meeting 7:00 PM
Wheatfield Library

Present: Wilbur Doty, Mary Duggleby, Anne-Marie Egan, Barbara Leestma, Patrick O'Rourke, Robert Souza, and Lynn Daugherty. Absent: Mary Linda Casey

The meeting began outdoors with a moment of silence at 7:15 PM.

1. DEMOTTE LIBRARY REPORT: Leanne York, Branch Librarian, noted that the DeMotte Library is concentrating on developing its local history collection by annotating reproductions of original maps of the area, gathering information on the community's Dutch heritage, indexing the local newspaper and compiling oral histories. The genealogy collection is continuing to grow. Reference resources are also being expanded. Book discussions held during the monthly Brown Bag Lunches are always popular. Staff are creating great book displays. Internet training for staff is very important. Landscaping and building maintenance are being tended to.

Charlotte Fagen, Y.S. Specialist, reported over 1000 kids participated in the Summer Reading Program. There is a constant flurry of programs, crafts, and activities throughout the year to entice the children and young adults to the library. Numerous "read-a-book" visits are scheduled at the local grade and nursery schools during the school year too.

Board members were very impressed with the excellent job and accomplishments put forth by the DeMotte staff.

2. AGENDA: Board gave their approval of the agenda on a motion by A-M Egan, seconded by W. Doty.

3. CONSENT AGENDA: B. Leestma moved to accept the Consent Agenda including the minutes of the August meeting and the August Budget meeting, Bills/Financial Reports, and Salary Ordinance Update. A-M. Egan seconded the motion. Motion passed.

4. BUILDING PROBLEM UPDATE: The board directed L. Daugherty to contact Kim Rothenberger of Ratio Architects daily for an update on progress being made. She was asked to inform him that the board has set September 30 as the final date for a positive solution to this matter. They further suggested that Mr. Rothenberger's superior be contacted by our attorney and be made aware of the situation. The director will, in the meantime, consult an outside firm to get information and costs on assessing our building problems. L. Daugherty will speak with Kent Mahnesmith, our attorney, regarding the next steps on how to proceed. The board opted for a special meeting around October 1 to address these issues if necessary.

5. POLICY COMMITTEE REPORT: The board approved the Holiday Policy which included a special staff anniversary holiday, Library Behavior Policy, Library Board

Privilege Policy, and Library Staff Privilege Policy as presented on a motion by W. Doty, seconded by A-M Egan. Vote was unanimous.

6. WAN PROJECT: ThinkTank of Merrillville has been contracted to do an inventory of our computer capabilities and cleaning of computer equipment throughout the library system. This inventory is necessary so specifications can be written to advertise for bids on the equipment needed for our Technology Grant. Solectek, Inc. will be surveying the library sites to evaluate the feasibility of wireless communications. Once we have the results of the survey, bids for this part of the project will also be advertised.

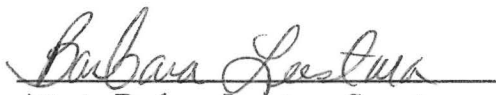
7. DIRECTOR'S REPORT: Notification of recipients of the second phase of the Technology Grant is anticipated soon.

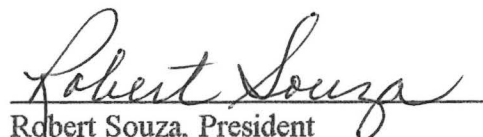
The director and one board member were contacted by a disgruntled teacher regarding our *Reference Procedure*. The director brought it to the board for information and their reactions. The board discussed the issue and decided it did not involve policy change; therefore, was a matter of concern for the director.

The library was asked to contribute items to be enclosed in the time capsule in the cornerstone of the Jasper County Courthouse. The board suggested including a dedication brochure and copy of Library Connection newsletter.

The board gave their support to seeking a professional computer cleaning service or technician to maintain our computers on a regular basis. They also endorsed the purchase of a scanner to be attached to a computer.

There being no other business, A-M. Egan moved to adjourn. B. Leestma seconded the motion.


Attest: Barbara Leestma, Secretary


Robert Souza, President

CIRCULATION STATISTICS

	DEMOTTE					RENSSELAER					WHEATFIELD					SYSTEM			
	Added		Withdrew		CIRC- ULA- TION	Added		Withdrew		CIRC- ULA- TION	Added		Withdrew		CIRC- ULA- TION	TOTAL: CIRCULA- TION			
	V	T	V	T		V	T	V	T		V	T	V	T					
	O	I	O	I		O	I	O	I		O	I	O	I					
	L	T	L	T		L	T	L	T		L	T	L	T					
	U	L	U	L		U	L	U	L		U	L	U	L					
	M	E	M	E		M	E	M	E		M	E	M	E					
	E	S	E	S		E	S	E	S		E	S	E	S					
June 1996			S			S		S			S		S						
XX																			
ADULT BOOKS																			
Fiction	85	61	0	0	1603	116	82	0	0	2078	128	69	38	4	615	4296			
Nonfiction	246	185	0	0	1704	53	36	9	5	1604	57	39	64	6	694	4002			
CHILDREN'S BKS																			
Fiction	47	41	0	0	1764	24	21	1	1	2106	48	34	109	64	618	4488			
Nonfiction	8	7	0	0	683	3	2	0	0	954	18	15	136	50	249	1886			
MAGAZINES, ADT					791						425						210	1426	
MAGAZINES, CH					65						30						19	114	
GRAPHIC MAT'L						0	0	0	0	12	0	0	0	0			12		
MICROFORMS																			0
SOUND RE/ADUL	0	0	0	0	319	0	0	0	0	440	9	9	0	0	251	1010			
SOUND REC., CH	7	7	0	0	56	0	0	1	1	80	0	0	0	0	36	172			
CD ROM SOFTWF	0	0	0	0		0	0	0	0		0	0	0	0		0			
SOFTWARE											0	0						0	
VERTICAL FILE						82						110						2	194
VHS	0	0	0	0	523	1	1	0	0	804	0	0	10	7	410	1737			
EQUIPMENT						2						8							10
TOTAL	393	301	0	0	7592	197	142	11	7	8651	260	166	357	131	3104	19347			
XX																			
PERCENT INCREASE/DECREASE					10.6%					0.1%					16.0%				
END OF MONTH:					DEMOTTE					RENSSELAER					WHEATFIELD				
Total Materials Owned					35690					48461					25655				
Total Titles Owned					33260					44698					23558				
Daily Avg Circulation					316					360					129				
XX																			
MONTHLY SYSTEM STATISTICS					1995					1996					% change				
Circulation					18182					19347					6%				
Jan. to date circulation					192496					202746					5%				

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
Sept. 1996

	DEMOTTER	RENSSELAER	WHEATFIELD	TOTAL	HOURS SPENT
REGISTRATIONS					
Borrowers--Beginning of month:	6450	6677	2696	15823	
Borrowers--End of month:	6536	6758	2733	16027	
Non-resident, paying	29	40	0	69	
PLAC card users	3	2	0	5	
Reciprocal borrowers	171	80	12	263	
XX					
INTRALIBRARY LOANS FILLED	194	154	183	531	115.1
LOCAL HISTORY					
In person	8	31		39	11.1
Letters written		6		6	6.0
IN-HOUSE USE - HARDWARE/SOFTWARE					
Computer agreements	19	97	11	127	10.6
Computer software used	19	136	13	168	14.0
VCR Use	10	0		10	1.3
Microforms	6	101		107	14.3
CD ROM software used	154	236		390	32.5
Public use of FAX service	13	26	19	58	9.7
Typewriter use	4	4	3	11	0.6
Other equipment used	2	0		2	0.7
OTHER LIBRARY SERVICES USED					
Walking book visits	1	2		3	2.0
Notarized documents				0	0.0
Meeting Room Use (number of groups)	55	38	17	110	36.7
Study room use	3	13		16	1.3
Ref book/vf copies made	60	60	42	162	13.5
XX					
INTERLIBRARY LOANS					
Requests made for:	82	42	11	135	33.8
Items rec'd for:	62	37	2	101	50.5
Items outstanding:				34	
Items from Indiana libraries	46	26	2	74	
Items requested by other libraries				0	
Items supplied to other libraries				0	0.0
Info requests answr'd for other libraries				0	
Info sent to other libraries				0	

CIRCULATION BY PATRON CODE
Sept. 1996

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	764	10.6%	837	10.2%	408	13.7%	2009	10.9%
Adult Female (1)	4423	61.1%	4203	51.1%	1675	56.3%	10301	55.9%
Juvenile 0-11 (2)	976	13.5%	1519	18.5%	414	13.9%	2909	15.8%
YA 12-17 (3)	397	5.5%	479	5.8%	209	7.0%	1085	5.9%
Nonresident No Fee (4)	32	0.4%	205	2.5%	1	0.0%	238	1.3%
Board/Staff (5)	225	3.1%	473	5.7%	242	8.1%	940	5.1%
School (6)	2	0.0%	84	1.0%	0	0.0%	86	0.5%
St. Joseph College (7)	0	0.0%	55	0.7%	0	0.0%	55	0.3%
State Library Card (8)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee (9)	82	1.1%	145	1.8%	0	0.0%	227	1.2%
Corporate (10)	0	0.0%	49	0.6%	0	0.0%	49	0.3%
Reciprocal (11)	336	4.6%	180	2.2%	25	0.8%	541	2.9%
Total	7237		8229		2974		18440	
Total items borrowed by nonresidents	452	6.2%	669	8.1%	26	0.9%	1147	6.2%

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
Sept. 1996

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	16	22	5	43
Number attending	228	279	96	603
YA Programs (14-17)				0
Number attending		4		4
Adult Programs	3	11	1	15
Number attending	93	129	19	241
Senior Citizen Programs		4		4
Number attending	18	33	4	55
TOTAL NO. OF PROGRAMS	19	37	6	62
TOTAL PERSONS ATTENDING	339	445	119	903

Salary Ordinance 1996

Rev. 10/96

Name	Classification	Present Hrly Wage	Hrs Worked	Library	Raise/resign Start date
Filson, Stephanie	Lib. Asst. 1	\$6.00	40	R	1/2/96

Stephanie is presently a Clerk, Step 2, \$5.25 hr; however, she has taken on many responsibilities formerly assigned to library assistants. Her job is much more than clerical duties. We feel this position should be upgraded to a Library Assistant 1 position. The funds are available.

Stephanie
Robert Souza
Barbara Lester
Patrick O'Rourke

CIRCULATION BY ITEM FINE CODE
September 1996

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	70	46	21	137
100 (1)	73	94	16	183
200 (2)	46	53	41	140
300 (3)	256	267	78	601
400 (4)	17	14	6	37
500 (5)	65	67	41	173
600 (6)	528	447	257	1232
700 (7)	257	236	125	618
800 (8)	32	60	10	102
900 (9)	180	194	45	419
B (10)	118	83	52	253
j000 (11)	5	14	3	22
j100 (12)	5	17	4	26
j200 (13)	7	15	9	31
j300 (14)	64	111	22	197
j400 (15)	18	12	0	30
j500 (16)	242	242	52	536
j600 (17)	82	135	42	259
j700 (18)	107	195	61	363
j800 (19)	25	30	1	56
j900 (20)	74	134	41	249
jB (21)	54	49	14	117
FIC (22)	1104	1537	418	3059
yaFIC (23)	30	60	19	109
LARGE PRINT (24)	50	24	14	88
jFIC (25)	219	415	83	717
jE (26)	1111	1369	449	2929
jER (27)	259	165	67	491
Magazines (28)	791	425	210	1426
Games/Toys (29)	0	12	0	12
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	153	196	57	406
jCassettes (33)	53	62	23	138
Compact Discs (34)	165	237	186	588
jCompact Discs (35)	0	2	6	8
Sound Recordings (36)	1	7	8	16
jSound Recordings (37)	3	16	7	26
Software (38)	0	1	0	1
Vertical File (39)	82	110	2	194
Equipment (40)	2	8	0	10
yapFIC (41)	168	166	36	370
jpFIC (42)	175	157	19	351
Reference (43)	62	43	2	107
Genealogy (44)	0	0	0	0
jMagazines (45)	65	30	19	114
VHS (46)	523	804	410	1737
Free reads	251	290	128	669
Puzzles				0
Talking books		1		1
Assignment shelf books				0
TOTAL	7592	8652	3104	19348

WHEATFIELD COLLECTION

MONTH START	MONTH END
----------------	--------------

VOLUME	TITLES	VOLUME	TITLES
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
10	10	10	10
11	11	11	11
12	12	12	12
13	13	13	13
14	14	14	14
15	15	15	15
16	16	16	16
17	17	17	17
18	18	18	18
19	19	19	19
20	20	20	20
21	21	21	21
22	22	22	22
23	23	23	23
24	24	24	24
25	25	25	25
26	26	26	26
27	27	27	27
28	28	28	28
29	29	29	29
30	30	30	30
31	31	31	31
32	32	32	32
33	33	33	33
34	34	34	34
35	35	35	35
36	36	36	36
37	37	37	37
38	38	38	38
39	39	39	39
40	40	40	40
41	41	41	41
42	42	42	42
43	43	43	43
44	44	44	44
45	45	45	45
46	46	46	46
47	47	47	47
48	48	48	48
49	49	49	49
50	50	50	50
51	51	51	51
52	52	52	52
53	53	53	53
54	54	54	54
55	55	55	55
56	56	56	56
57	57	57	57
58	58	58	58
59	59	59	59
60	60	60	60
61	61	61	61
62	62	62	62
63	63	63	63
64	64	64	64
65	65	65	65
66	66	66	66
67	67	67	67
68	68	68	68
69	69	69	69
70	70	70	70
71	71	71	71
72	72	72	72
73	73	73	73
74	74	74	74
75	75	75	75
76	76	76	76
77	77	77	77
78	78	78	78
79	79	79	79
80	80	80	80
81	81	81	81
82	82	82	82
83	83	83	83
84	84	84	84
85	85	85	85
86	86	86	86
87	87	87	87
88	88	88	88
89	89	89	89
90	90	90	90
91	91	91	91
92	92	92	92
93	93	93	93
94	94	94	94
95	95	95	95
96	96	96	96
97	97	97	97
98	98	98	98
99	99	99	99
100	100	100	100

[illegible]

9758	9659	9843	9720	10914	10697	11030	10779	7692	7543	7782	7608	Fiction
11626	9778	11872	9963	17391	15532	17435	15563	6837	5230	6830	5263	Nonfiction

7352	7261	7399	7302	9353	8945	9376	8965	5736	5607	5675	5577	Fiction
4573	4441	4581	4448	6922	6559	6925	6561	3255	3155	3137	3120	Nonfiction

0 0 MAGAZINES, ADLT
0 0 MAGAZINES, CH

2	2	2	2	368	155	368	155	3	3	3	3	GRAPHIC MAT'L
---	---	---	---	-----	-----	-----	-----	---	---	---	---	---------------

0 0 0 0 0 0 0 0 0 0 MICROFORMS

1034	890	1034	890	2082	1526	2082	1526	1395	1250	1404	1259	SOUND REC,ADULT
137	137	144	144	182	182	181	181	43	43	43	43	SOUND REC., CH
6	3	6	3	14	9	14	9	4	4	4	4	CD ROM SOFTWARE
4	2	4	2	88	24	88	24	112	57	112	57	SOFTWARE
										0	0	VERTICAL FILE
805	786	805	786	961	934	962	935	675	631	665	624	VHS
0		0	0	0		0	0			0	0	EQUIPMENT

	35297	32959	35690	33260	48275	44563	48461	44698	25752	23523	25655	23558	TOTAL
	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXX	XXXXX	XXXXX	XXXXX	XXXXXXXXXX

JCPL FINANCIAL STATEMENT

SEPTEMBER 1996

	<u>Beginning 1996 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$371,628.76	\$2,999.32	\$341,514.59	\$78,349.75	\$683,294.35	\$29,849.00
Investments \$0.00						
Public Library Access Card Fund	\$51.00	\$20.00	\$260.00	\$0.00	\$251.00	\$60.00
Gift Fund	\$3,077.85	\$40.00	\$1,217.20	\$39.55	\$1,414.49	\$2,880.56
DeMotte	\$1,488.44	\$0.00	\$410.00	\$0.00	\$962.50	\$935.94
Rensselaer	\$926.14	\$0.00	\$408.25	\$39.55	\$348.20	\$986.19
Wheatfield	\$663.27	\$40.00	\$398.95	\$0.00	\$113.79	\$948.43
Bond & Interest Redemption Fund	\$134,858.07	\$0.00	\$79,129.85	\$0.00	\$110,232.50	\$103,755.42
Investments \$0.00						
Host/Hospitality Fund	\$0.00	\$675.00	\$675.00	\$675.00	\$675.00	\$0.00
Library Improvement Reserve Fund	\$28,728.73	\$120.24	\$757.20	\$0.00	\$0.00	\$29,485.93
Investments \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Oral History Grant Fund	\$0.00	\$0.00	\$1,700.00	\$0.00	\$133.20	\$1,566.80
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund**	\$8,279.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
**transferred to Operating Fund-June 1996						
Satellite Fund	\$1,446.00	\$0.00	\$1,483.00	\$750.00	\$2,707.03	\$221.97
Indiana Technology Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$9,991.26	\$0.00	\$464.50	\$430.00	\$1,330.00	\$9,125.76
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
Employee Health Insur.	\$191.15	\$0.00	\$53.07	\$155.42	(\$348.14)	\$592.36
Employee P.E.R.F.	\$2,718.28	\$0.00	\$0.00	(\$952.40)	(\$171.07)	\$2,889.35
TOTAL ALL FUNDS.....	\$561,170.56	\$3,854.56	\$427,254.41	\$79,447.32	\$799,518.36	\$188,906.61

BANK ACCOUNT BALANCES FOR

F2

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

30 Sep 96

1.	BANK ONE CHECKING	115949.48
2.	BANK ONE-CONSTRUCTION FUND SAV	9125.76
3.	BANK ONE-LIRF	29485.93
4.	FIRST OF AMERICA BANK	10277.63
5.	DEMOTTE STATE BANK	15915.98
6.	INDIANA FEDERAL BANK FOR SAVIN	3708.04
7.	NBD BANK, N.A.	3395.11
8.	PINNACLE BANK	1048.68
9.	IND.FEDERAL CD#9100055654	.00
10.	IND.FEDERAL CD#9100055646	.00
11.	IND.FEDERAL CD#9100076090	.00
12.		.00
13.		.00
14.		.00
15.	IND.FEDERAL CD#9100005606	.00

TOTAL ALL BANK ACCOUNTS

188906.61

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

30 Sep 96 .

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	39915.00	3326.26	29886.94	10028.06	74.9
1.12	SALARY OF ASSISTANTS	414221.00	31859.27	290593.07	123627.93	70.2
1.13	WAGES OF JANITORS	28785.00	2264.00	19626.83	9158.17	68.2
1.21	EMPLOYER'S SHARE-FICA	36943.00	2864.91	26018.37	10924.63	70.4
1.22	UNEMPLOYMENT COMPENSATION	2789.00	.00	2078.34	710.66	74.5
1.23	EMPLOYER'S CONTRIB.- PERF	22394.00	.00	16058.91	6335.09	71.7
1.24	EMPLOYER'S CONTRIB.- INS.	14608.00	480.00	3553.55	11054.45	24.3
1.31	OTHER PERSONAL SERVICES	1000.00	.00	911.40	88.60	91.1
2.11	OFFICIAL RECORDS	950.00	.00	756.68	193.32	79.7
2.12	STATIONERY AND PRINTING	650.00	.00	448.50	201.50	69.0
2.13	OTHER OFFICE SUPPLIES	4205.00	356.23	3960.84	244.16	94.2
2.21	CLEANING & SANITATION SUPPLIES	4500.00	114.44	2158.26	2341.74	48.0
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	1.97	18.03	9.9
2.23	OTHER OPERATING SUPPLIES	3800.00	485.63	2492.37	1307.63	65.6
2.31	BUILDING MATERIALS & SUPPLIES	650.00	61.25	440.02	209.98	67.7
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	.00	200.00	.0
2.33	REPAIR PARTS	300.00	97.50	309.53	-9.53	103.2
2.41	LIBRARY SUPPLIES	4508.97	121.61	2390.49	2118.48	53.0
2.42	AUTOMATION SUPPLIES	4200.00	415.16	2356.51	1843.49	56.1
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	1250.00	.00	808.65	441.35	64.7
3.14	OTHER PROFESSIONAL SERVICES	4400.00	50.00	2459.44	1940.56	55.9
3.21	TELEPHONE	29000.00	1922.34	17098.67	11901.33	59.0
3.22	POSTAGE	6664.81	63.58	4023.46	2641.35	60.4
3.23	TRAVELING EXPENSE	4049.20	827.30	3165.45	883.75	78.2
3.24	PROFESSIONAL MEETINGS	6149.00	1291.32	5581.45	567.55	90.8
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.31	ADVERTISING & PUBLIC NOTICES	900.00	9.00	696.37	203.63	77.4
3.32	OTHER PRINTING	400.00	.00	.00	400.00	.0
3.41	OFFICIAL BONDS	250.00	.00	200.00	50.00	80.0
3.42	OTHER INSURANCE	16573.00	.00	13378.00	3195.00	80.7
3.51	GAS	25000.00	960.81	15018.98	9981.02	60.1
3.52	ELECTRICITY	58000.00	7927.73	36103.44	21896.56	62.2
3.53	WATER	1200.00	70.90	504.45	695.55	42.0
3.54	WASTE DISPOSAL SERVICES	2000.00	213.02	1635.83	364.17	81.8
3.61	BUILDING & STRUCTURES	30000.00	1156.00	24981.95	5018.05	83.3
3.62	EQUIPMENT	4000.00	.00	2183.03	1816.97	54.6
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	169.55	55.45	75.4
3.91	DUES	2000.00	15.00	1005.00	995.00	50.3
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	40000.00	.00	.00	40000.00	.0
3.95	SERVICE CONTRACTS	9180.00	893.40	6516.34	2663.66	71.0
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	36400.00	1977.51	5592.94	30807.06	15.4
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	20195.53	2695.03	18178.21	2017.32	90.0
4.51	BOOKS	124000.00	6718.45	84623.57	39376.43	68.2
4.52	PERIODICALS & NEWSPAPERS	37086.37	7797.40	22627.87	14458.50	61.0
4.53	NONPRINTED MATERIALS	22088.35	1304.75	12699.12	9389.23	57.5
	-TOTAL-	1065820.23	78349.75	683294.35	382525.88	64.1

CHANGES TO APPROPRIATION REPORT
DATE 30 Sep 96

Fund/Account No	Date	Amount	Explanation
00-1.24	22 Mar 96	38.45	REFUND BAL.NOV.PREMIUM-HOWARD
100-1.24	10 Apr 96	169.55	REFUND OF PREMIUM-R.HOWARD
100-2.13	15 Aug 96	5.00	Rebate on Bic Pens
100-2.41	30 Apr 96	8.97	INCOLSA PAID-PERS.MGMT REFRESHME
100-3.22	22 Mar 96	26.93	LEASE BOOK REIMBURSEMENT-POSTAGE
100-3.22	31 May 96	20.52	BOOK LEASE REIMBURSEMENT-POSTAGE
100-3.22	04 Sep 96	17.36	B&T LEASE BKS RETURN POSTAGE REF
100-3.23	10 Apr 96	49.20	U.OF WIS.TRIP/CROWN POINT P.L.
100-3.24	16 Apr 96	149.00	BUREAU OF ED.RESEARCH SEM.REFUND
100-3.42	31 Jul 96	573.00	REFUND-WORKMEN'S COMP POLICY
100-4.4	02 Jan 96	2095.53	ENCUMBERED 1995 FUNDS-BD.ACTION
100-4.52	30 Apr 96	28.79	LOWELL P.L.REIMBU-SUPERVISORS GD
100-4.52	30 Apr 96	28.79	REIMBURSED/SUPERVISOR'S GUIDE
100-4.52	31 May 96	28.79	STARKE CO.-SUPERVISOR GUIDE-REIM
100-4.53	22 Mar 96	33.34	REIMBURSED SHARED COST ALA VIDEO
100-4.53	22 Mar 96	5.00	REBATE-INDIAN IN CUPBOARD VIDEO
100-4.53	22 Mar 96	16.67	REIMBURSED-SHARED COST ALA VIDEO
100-4.53	10 Apr 96	33.34	ALA VIDEO REIMBURSEMENT
180-3.14	28 Jun 96	310.61	Interest earned 12/95 & 3/96
180-3.14	31 Jul 96	153.89	INTEREST EARNED 2nd QTR 1996
200.07-1.1	13 Feb 96	28.06	OVERPAYMENT OF PREMIUM-RUSHER

APPROPRIATION REPORT
 ----- JASPER COUNTY PUBLIC LIBRARY -----

30 SEP 96

CONSTRUCTION FUND		ANNUAL	CHANGE *TO	CURRENT	DISBURSMENTS	DISBURSMENTS	APPROPRIATION
ACNT #	DESCRIPTION	APPROPRIATION	APPROPRIATION	APPROPRIATION	THIS MONTH	YEAR-TO-DATE	BALANCE
3.14	OTHER PROFESSIONAL SERVICES	.00	464.50	464.50	.00	900.00	-435.50
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	430.00	430.00	-430.00
4.4	FURNITURE & EQUIPMENT	9991.26	.00	9991.26	.00	.00	9991.26
	-TOTAL-	9991.26	464.50	10455.76	430.00	1330.00	9125.76

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

30 Sep 96

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
COR.ENTRY	01366	EBSCO SUBSCRIPTION SERVICES	-7793.00	09 SEP 96	VOID VOUCHER #01316,WRONG AP
005732	01382	MARLENE BEEDLE	402.82	10 SEP 96	PAYROLL
005733	01390	YVONNE J. BEEVER	748.90	10 SEP 96	PAYROLL
005734	01393	BELSTRA, COURTNEY B.	91.90	10 SEP 96	PAYROLL
005735	01374	GLENDA BROWN	603.61	10 SEP 96	PAYROLL
005736	01378	RENEE CARR	388.38	10 SEP 96	PAYROLL
005737	01397	VALERIE A. COLVIN	106.86	10 SEP 96	PAYROLL
005738	01377	LYNN DAUGHERTY	883.56	10 SEP 96	PAYROLL
005739	01400	LYNDA E. DAY	437.78	10 SEP 96	PAYROLL
005740	01381	JULIE EISELE	455.30	10 SEP 96	PAYROLL
005741	01368	CHARLOTTE FAGEN	600.94	10 SEP 96	PAYROLL
005742	01396	STEPHANIE D. FILSON	340.52	10 SEP 96	PAYROLL
005743	01394	HEEKE, MICHELLE M.	799.99	10 SEP 96	PAYROLL
005744	01401	SANDRA L. HESTERMAN	106.20	10 SEP 96	PAYROLL
005745	01380	ROSE E. HOWARD	410.97	10 SEP 96	PAYROLL
005746	01383	GAIL M. JUNG	637.63	10 SEP 96	PAYROLL
005747	01389	ANGELA M. KARCH	96.59	10 SEP 96	PAYROLL
005748	01375	DIANA KOBY	399.80	10 SEP 96	PAYROLL
005749	01371	JOAN KOPANDA	429.07	10 SEP 96	PAYROLL
005750	01372	KROS, DIANE	491.94	10 SEP 96	PAYROLL
005751	01385	SHARON K. LEWIS	128.55	10 SEP 96	PAYROLL
005752	01403	KRISTINE L. MAYS	83.11	10 SEP 96	PAYROLL
005753	01404	MOONEY, LOREILENE M.	112.21	10 SEP 96	PAYROLL
005754	01395	DIANE M. OPOLSKI	332.39	10 SEP 96	PAYROLL
005755	01373	BONNIE POWELL	403.47	10 SEP 96	PAYROLL
005756	01391	ANNETTE M. PRATT	61.67	10 SEP 96	PAYROLL
005757	01398	JACKIE REAGAN	488.13	10 SEP 96	PAYROLL
005758	01392	LISA RUSHER	425.68	10 SEP 96	PAYROLL
005759	01369	SHARON SCHULENBERG	520.93	10 SEP 96	PAYROLL
005760	01376	EILEEN SPURGEON	60.85	10 SEP 96	PAYROLL
005761	01387	JACK STANDISH	325.72	10 SEP 96	PAYROLL
005762	01370	JILL TACHTIRIS	556.37	10 SEP 96	PAYROLL
005763	01402	VIRGINIA VIS	227.79	10 SEP 96	PAYROLL
005764	01399	SUSAN M. WAKELAND	114.83	10 SEP 96	PAYROLL
005765	01384	WEBSTER, RACHAEL D.	274.48	10 SEP 96	PAYROLL
005766	01379	WHITED, AMBER	324.62	10 SEP 96	PAYROLL
005767	01388	MARGARET M. WOODS	514.80	10 SEP 96	PAYROLL
005768	01386	LEANNE YORK	825.49	10 SEP 96	PAYROLL
005771	01423	MARLENE BEEDLE	362.53	25 sep 96	PAYROLL
005772	01431	YVONNE J. BEEVER	748.90	25 sep 96	PAYROLL
005773	01434	BELSTRA, COURTNEY B.	70.36	25 sep 96	PAYROLL
005774	01415	GLENDA BROWN	509.71	25 sep 96	PAYROLL
005776	01438	VALERIE A. COLVIN	71.25	25 sep 96	PAYROLL
005777	01418	LYNN DAUGHERTY	883.56	25 sep 96	PAYROLL
005778	01441	LYNDA E. DAY	403.24	25 sep 96	PAYROLL
005779	01422	JULIE EISELE	414.50	25 sep 96	PAYROLL
005780	01409	CHARLOTTE FAGEN	654.09	25 sep 96	PAYROLL
005781	01437	STEPHANIE D. FILSON	340.52	25 sep 96	PAYROLL

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 30 Sep 96

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005782	01435	HEEKE, MICHELLE M.	799.99	25 sep 96	PAYROLL
005783	01442	SANDRA L. HESTERMAN	110.82	25 sep 96	PAYROLL
005784	01421	ROSE E. HOWARD	410.97	25 sep 96	PAYROLL
005785	01424	GAIL M. JUNG	637.63	25 sep 96	PAYROLL
005786	01430	ANGELA M. KARCH	87.95	25 sep 96	PAYROLL
005787	01416	DIANA KOORY	116.97	25 sep 96	PAYROLL
005788	01412	JOAN KOPANDA	383.13	25 sep 96	PAYROLL
005789	01413	KROS, DIANE	564.88	25 sep 96	PAYROLL
005790	01426	SHARON K. LEWIS	96.40	25 sep 96	PAYROLL
005791	01444	KRISTINE L. MAYS	85.09	25 sep 96	PAYROLL
005792	01445	MOONEY, LOREILENE M.	83.11	25 sep 96	PAYROLL
005793	01436	DIANE M. OPOLSKI	298.80	25 sep 96	PAYROLL
005794	01414	BONNIE POWELL	370.60	25 sep 96	PAYROLL
005795	01432	ANNETTE M. PRATT	76.65	25 sep 96	PAYROLL
005796	01439	JACKIE REAGAN	488.13	25 sep 96	PAYROLL
005797	01433	LISA RUSHER	411.35	25 sep 96	PAYROLL
005798	01410	SHARON SCHULENBERG	471.82	25 sep 96	PAYROLL
005799	01417	EILEEN SPURGEON	60.85	25 sep 96	PAYROLL
005800	01428	JACK STANDISH	270.88	25 sep 96	PAYROLL
005801	01411	JILL TACHTIRIS	507.62	25 sep 96	PAYROLL
005802	01443	VIRGINIA VIS	235.85	25 sep 96	PAYROLL
005804	01425	WEBSTER, RACHAEL D.	236.04	25 sep 96	PAYROLL
005805	01420	WHITED, AMBER	210.47	25 sep 96	PAYROLL
005806	01429	MARGARET M. WOODS	471.66	25 sep 96	PAYROLL
005809	01419	RENEE CARR	388.38	25 sep 96	PAYROLL
005810	01440	SUSAN M. WAKELAND	71.25	25 sep 96	PAYROLL
005811	01427	LEANNE YORK	825.49	25 sep 96	PAYROLL
015175	01292	A & S PLUMBING & HEATING	69.50	09 SEP 96	REPAIR'S TO MEN'S BATHROOM-D
015176	01293	ACORDIA PERSONAL BENEFITS, I	863.86	09 SEP 96	QUARTERLY PREMIUM-BEEVER,HEE
015177	01294	ALL-PHASE ELECTRIC SUPPLY CO	97.50	09 SEP 96	BALLAST FOR OUTDOOR LIGHT-RE
015178	01295	AMERICAN MANAGEMENT ASSOCIAT	455.00	09 SEP 96	ANNUAL BRIEFING-SECR. & ADM.
015179	01296	AMBER WHITED	29.94	09 SEP 96	MILEAGE-IUN INTERNET MEETING
015180	01297	AUDIOFILE	48.00	09 SEP 96	RENEWAL SUBSCRPT.-TECH SERV-
015181	01298	BAKER & TAYLOR	4619.52	09 SEP 96	LEASE BOOKS
015182	01299	BAKER & TAYLOR BOOKS	364.00	09 SEP 96	CONTINUATION BOOKS
015183	01300	BETTY A. HUFF (PAS-TIME BOO	630.28	09 SEP 96	BOOKS
015184	01301	BONNIE POWELL	31.20	09 SEP 96	MILEAGE-INTERNET TRAINING
015185	01302	BROWN'S GARDEN SHOPPE	305.00	09 SEP 96	MAINTENANCE TO TREE'S-ADD NE
015186	01303	CAREER TRACK INC.	39.00	09 SEP 96	ORGANIZE WORKSHOP-INDPLS-BEE
015187	01304	CD ONE STOP	459.32	09 SEP 96	CD'S
015188	01305	CENTRAL STATES SALES CORPORA	86.85	09 SEP 96	REPLACEMENT BULBS
015189	01306	CORINE TACHTIRIS	50.00	09 SEP 96	LAWN MAINTENANCE-DEMOTTE-JUL
015190	01307	COUNTRYSIDE LANDSCAPING/GARD	430.00	09 SEP 96	REMOVE SOD-INSTALL SIDEWALK-
015191	01308	CUSTOM LAWN CARE	380.00	09 SEP 96	LAWN MAINTENANCE-RENS AUG '9
015192	01309	DEMCO	128.45	09 SEP 96	ORDR.SLIPS,HANG BAGS,CD CASE
015193	01310	DEMOTTE OFFICE SUPPLY	26.91	09 SEP 96	FOLDERS FOR TEACHER HANDOUTS
015194	01311	DIANA KOORY	299.79	09 SEP 96	MILEAGE-CD ROM MULTIMEDIA K
015195	01312	DIANE KROS	26.40	09 SEP 96	MILEAGE

REGISTER OF CLAIMS
----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
30 Sep 96

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015196	01313	DIANE OPOLSKI	4.67	09 SEP 96	INTERNET TRAINING AT IUN
015197	01314	ILF ANNUAL CONFERENCE	680.00	09 SEP 96	DIST.ONE CONF.ON 10/8/96-24
015198	01315	DIVERSITY UNIFORMS	6.95	09 SEP 96	1 NAME BADGE
015199	01367	EBSCO SUBSCRIPTION SERVICES	7793.00	09 SEP 96	3 CD-ROM FULL TEXT/MASTERPLO
015199	01316	EBSCO SUBSCRIPTION SERVICES	7793.00	09 SEP 96	3 CD ROM FULL TEXT-MASTERPLO
015200	01317	FASE-KALUF TV & APPLIANCE	10.99	09 SEP 96	PRINTER CABLE-RENSSELAER
015201	01318	FASE'S WATER TREATMENT & FLO	61.25	09 SEP 96	REDOUT-DEMOTTE
015202	01319	FAS-TRACK COMPUTER PRODUCTS	8.75	09 SEP 96	CD-ROM CADDY
015203	01320	GROLIER PUBLISHING COMPANY	42.29	09 SEP 96	BOOKS
015204	01321	GAIL JUNG	27.89	09 SEP 96	DEMOTTE PETTY CASH
015205	01322	GAIL JUNG	44.62	09 SEP 96	RENSSELAER PETTY CASH
015206	01323	GAYLORD BROS.	34.10	09 SEP 96	HANG-UP BAGS, SUBJECT LABELS
015207	01324	GTI	415.16	09 SEP 96	LABELS
015208	01325	HAINES & COMPANY, INC.	341.87	09 SEP 96	CRISS-CROSS DIRECTORY-REN,DE
015209	01326	HERITAGE OFFICE PRODUCTS, IN	965.01	09 SEP 96	SERV.CONTRACT MITA COPIER-8/ EPSON STYLUS RIBBON-RENS
015210	01327	HIGHSMITH CO. INC.	317.90	09 SEP 96	2 VISIBLE CARD BOOKS,MAG. BI
015211	01328	INCOLSA	50.00	09 SEP 96	MRKTING.YOUR LIB.;10/9/96-DAU
015212	01329	INDIANAPOLIS NEWSPAPERS, INC	218.40	09 SEP 96	ANN.SBSCRIPT.INOPLS.STAR-9/6/
015213	01330	INFORMATION/REFERENCE GROUP	526.11	09 SEP 96	BOOKS,GALE DIRECTORY 97-REN
015214	01331	KANKAKEE VALLEY READING COUN	15.00	09 SEP 96	Y.S. MEMBERSHIP-FAGEN,KROS,
015215	01332	KOLORTECH, INC.	398.78	09 SEP 96	FLUORESCENT BULBS,OUTDOOR FL
015216	01333	LDOS WORLDCOM	861.14	09 SEP 96	LOND DIST.CARRIER/ATA LINES
015217	01334	LYNN DAUGHERTY	183.53	09 SEP 96	MILEAGE & 10 STAFF-ROMEIVILL
015218	01335	MICHELLE HEEKE	26.40	09 SEP 96	MILEAGE
015219	01336	MICROMARKETING ASSOCIATES	81.75	09 SEP 96	VIDEO'S
015220	01337	NETNITCO	67.50	09 SEP 96	INTERNET SERVICE SEP'96
015221	01338	NIPSCO	6186.52	09 SEP 96	UTILITIES-DEM. 6/18 TO 8/19/
015222	01339	NORTHWESTERN INDIANA TELEPHO	153.20	09 SEP 96	TELE SERV.-DEM. SEP'96
015223	01340	OOMS DISPOSAL SERVICE INC.	45.00	09 SEP 96	3rd QTR.TRASH SERVICE-DEMOTT
015224	01341	PAT DAY	50.00	09 SEP 96	REPTILE PROGRAM-RENS. CHILDOR
015225	01342	PATRICK OATIS	330.00	09 SEP 96	SIGN LANGUAGE PROGRAM-RENS.L
015226	01343	PBS ADULT LEARNING SATELLITE	295.00	09 SEP 96	"KIDS ARE ALL RIGHT" SATELLI
015227	01344	PHILIP N. HOWARD	125.00	09 SEP 96	JULY/AUG LAWN CARE/GENERAL M
015228	01345	PRECISION CONTROL SYSTEMS, I	1030.00	09 SEP 96	QTLY MTNCE-SEP TO NOV.1996
015229	01346	PUBLISHERS WEEKLY	119.00	09 SEP 96	WHEATFIELD SUBSCRIPTION-11/9
015230	01347	QUALITY BOOKS INC.	114.51	09 SEP 96	BOOKS
015231	01348	QUILL	379.20	09 SEP 96	TAPE,LABELS,INKJET CARTR.,ST
015232	01349	REGENT BOOK CO., INC.	29.77	09 SEP 96	BOOKS
015233	01350	RENSSELAER REPUBLICAN	9.00	09 SEP 96	CLASSIFIED AD-PAGE-DEM.
015234	01351	SECURITY COURIERS CORP.	893.40	09 SEP 96	TRANSPORT SERVICE-8/2/96 TO
015235	01352	STEPHANIE FILSON	30.00	09 SEP 96	MILEAGE
015236	01353	SUDANCO AFFORDABLE ALTERNATI	22.40	09 SEP 96	LABELS-"ACTION"
015237	01354	T.J. PUBLISHERS, INC.	508.33	09 SEP 96	BOOKS & VIDEO/BOOK SET
015238	01355	TEETERS CULLIGAN	39.65	09 SEP 96	SEP.WATER COOLER RENTAL & WA
015239	01356	THINK TANK INFORMATION SYSTE	2109.09	09 SEP 96	PENTIUM COMPUTER-WHEATFIELD
015240	01357	TIM SUTHERLAND	80.00	09 SEP 96	IUN INTERNET TRAINING;8/29 & WEBSTER,CARR,WHITED,OPOLSKI

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

30 Sep 96

PAGE 4

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015241	01358	TOWN OF DEMOTTE	40.72	09 SEP 96	SEWER SERVICE TO 7/31/96-DEM
015242	01359	TOWN OF WHEATFIELD SEWER WOR	41.05	09 SEP 96	SEWER SERVICE-WHEATFIELD
015243	01360	TYSEN'S COUNTRY GROCERY, INC	37.19	09 SEP 96	CH.PRG.SUP.-DEM,.WWD.WSH.,BL
015244	01361	USA TODAY	119.00	09 SEP 96	SUBSCRIPTION TO 9/25/97-DEMO
015245	01362	VAL STORE #15	52.96	09 SEP 96	UTILITY CART,MIRROR'S,CALCUL
015246	01363	WALSTRA FINE CUT	226.50	09 SEP 96	LAWN MAINTENANCE-DEMOTTE JUL
015247	01364	WILLIAM A. DOWELL	26.00	09 SEP 96	"ENSIGN"FLAG STAND
015248	01365	YVONNE BEEVER	167.42	09 SEP 96	MILEAGE,BOOK & CD ROM
015249	01405	BANK ONE	4732.08	09 SEP 96	FICA & FED TAXES WITHHELD LE
015250	01406	INDIANA DEFERRED COMPENSATIO	527.10	09 SEP 96	WITHHELD FROM 09 SEP 96 PAYR
					DAUGHERTY,KOPANDA,KOORY,SCHUL
015251	01407	UNITED TELEPHONE COMPANY	682.51	09 SEP 96	TELEPHONE-SEPTEMBER-RENSSELA
015252	01408	LYNN DAUGHERTY	689.26	09 SEP 96	SYRACUSE,NY TRIP (GAYLORD IN
015253	01448	INDIANA DEFERRED COMPENSATIO	527.10	25 SEP 96	WITHHELD FROM PAYROLL 25 SEP
					DAUGHERTY,KOORY,KOPANDA,SCHUL
015254	01449	CITY OF RENSSELAER	2209.98	25 SEP 96	RENSSELAER UTILITIES AUG 96
015255	01450	INDIANA LIBRARY FEDERATION	71.00	25 SEP 96	LEADERSHIP WORKSHOP-DAUGHERT
015256	01451	NIPSCO	619.49	25 SEP 96	WHEATFIELD UTILITIES AUG 96
015257	01452	UNITED TELEPHONE COMPANY	157.99	25 SEP 96	WHEATFIELD TELEPHONE SEP '96
015259	01446	BANK ONE	4339.52	25 SEP 96	FED. & FICA TAX WITHHELD 25
015260	01447	INDIANA DEPARTMENT OF REVENU	1562.51	25 SEP 96	STATE & COUNTY TAX WITHHELD

--TOTAL AMOUNT OF CLAIMS-- 79447.32

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 79447.32. Dated 14 OCT 96.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

F5

SEPTEMBER 30, 1996

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES.....			\$2,001.39	\$18,650.32
DeMotte	\$710.08	\$7,179.41		
Rensselaer	\$802.06	\$8,187.07		
Wheatfield	\$489.25	\$3,283.84		
PHOTOCOPIES.....			\$662.40	\$5,529.38
DeMotte	\$230.00	\$2,038.29		
Rensselaer	\$323.80	\$2,682.94		
Wheatfield	\$108.60	\$808.15		
CARDS.....			\$48.00	\$793.00
DeMotte	\$8.00	\$283.50		
Rensselaer	\$26.00	\$443.00		
Wheatfield	\$14.00	\$66.50		
INTEREST.....			\$265.17	\$11,952.95
TAXES.....			\$0.00	\$300,757.31
Property Tax	\$0.00	\$92,020.78		
Financial Institution Tax	\$0.00	\$804.86		
License Excise Tax	\$0.00	\$28,897.65		
Local Option/Certified Shares	\$0.00	\$158,961.00		
Local Option/Property Tax Repl.	\$0.00	\$17,914.00		
State Distribution	\$0.00	\$2,159.02		
REFUNDS.....			\$22.36	\$3,831.63
B&T - Book Lease Postage	\$17.36	\$133.10		
Insurance Claims/Refunds	\$0.00	\$2,649.28		
Satellite Grant Reimbursement	\$0.00	\$207.01		
Salem Press-Book Overpayment	\$0.00	\$450.00		
Video/Magazine Rebates/Reimburs	\$0.00	\$223.92		
Bureau of Educ.Research/Mtg Ref.	\$0.00	\$149.00		
Incolsa/Prog.Refreshment Reimbui	\$0.00	\$8.97		
A.T.& T. credit refund	\$0.00	\$0.35		
Bic Pen Refund	\$0.00	\$5.00		
Bank Debit	\$5.00	\$5.00		
TOTAL OPERATING FUND RECEIPTS.....			\$2,999.32	\$341,514.59
PLAC FUND.....			\$20.00	\$260.00
GIFT FUNDS.....			\$40.00	\$1,217.20
DeMotte	\$0.00	\$410.00		
Rensselaer	\$0.00	\$408.25		
Wheatfield	\$40.00	\$398.95		
BOND & INTEREST REDEMPTION FUND.....			\$0.00	\$79,129.85
Property Tax	\$0.00	\$59,789.06		
Financial Institution Tax	\$0.00	\$574.64		
License Excise Tax	\$0.00	\$18,766.15		
HOST/HOSPITALITY FUND.....			\$675.00	\$675.00
LIBRARY IMPROVEMENT FUND.....			\$120.24	\$757.20
ORAL HISTORY GRANT FUND.....			\$0.00	\$1,700.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$1,483.00
INDIANA TECHNOLOGY GRANT FUND.....			\$0.00	\$0.00
CONSTRUCTION FUND.....			\$0.00	\$464.50
Interest Earned	\$0.00	\$464.50		
Bldg. Contractor-Reimbursement	\$0.00	\$0.00		
WITHHOLDING ACCOUNT FUNDS.....			\$0.00	\$53.07
TOTAL RECEIPTS - ALL FUNDS.....			\$3,854.56	\$427,254.41

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 07 Oct 96

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005813	01467	MARLENE BEEDLE	402.82	10 OCT 96	PAYROLL
005814	01475	YVONNE J. BEEVER	748.90	10 OCT 96	PAYROLL
005815	01478	BELSTRA, COURTNEY B.	87.95	10 OCT 96	PAYROLL
005816	01459	GLENDA BROWN	556.65	10 OCT 96	PAYROLL
005817	01463	RENEE CARR	433.66	10 OCT 96	PAYROLL
005818	01482	VALERIE A. COLVIN	87.06	10 OCT 96	PAYROLL
005819	01462	LYNN DAUGHERTY	883.56	10 OCT 96	PAYROLL
005820	01485	LYNDA E. DAY	368.71	10 OCT 96	PAYROLL
005821	01466	JULIE EISELE	455.30	10 OCT 96	PAYROLL
005822	01453	CHARLOTTE FAGEN	654.09	10 OCT 96	PAYROLL
005823	01481	STEPHANIE D. FILSON	371.16	10 OCT 96	PAYROLL
005824	01479	HEEKE, MICHELLE M.	799.99	10 OCT 96	PAYROLL
005825	01486	SANDRA L. HESTERMAN	117.74	10 OCT 96	PAYROLL
005826	01465	ROSE E. HOWARD	458.95	10 OCT 96	PAYROLL
005827	01468	GAIL M. JUNG	637.63	10 OCT 96	PAYROLL
005828	01474	ANGELA M. KARCH	111.18	10 OCT 96	PAYROLL
005829	01460	DIANA KOORY	116.97	10 OCT 96	PAYROLL
005830	01456	JOAN KOPANDA	429.07	10 OCT 96	PAYROLL
005831	01457	KROS, DIANE	564.88	10 OCT 96	PAYROLL
005832	01470	SHARON K. LEWIS	96.40	10 OCT 96	PAYROLL
005833	01488	KRISTINE L. MAYS	47.49	10 OCT 96	PAYROLL
005834	01489	MOONEY, LOREILENE M.	87.27	10 OCT 96	PAYROLL
005835	01480	DIANE M. OPOLSKI	265.24	10 OCT 96	PAYROLL
005836	01458	BONNIE POWELL	403.47	10 OCT 96	PAYROLL
005837	01476	ANNETTE M. PRATT	106.56	10 OCT 96	PAYROLL
005838	01483	JACKIE REAGAN	490.33	10 OCT 96	PAYROLL
005839	01477	LISA RUSHER	447.23	10 OCT 96	PAYROLL
005840	01454	SHARON SCHULENBERG	520.93	10 OCT 96	PAYROLL
005841	01461	EILEEN SPURGEON	60.85	10 OCT 96	PAYROLL
005842	01472	JACK STANDISH	310.89	10 OCT 96	PAYROLL
005843	01455	JILL TACHTIRIS	556.37	10 OCT 96	PAYROLL
005844	01487	VIRGINIA VIS	119.77	10 OCT 96	PAYROLL
005845	01484	SUSAN M. WAKELAND	83.11	10 OCT 96	PAYROLL
005846	01469	WEBSTER, RACHAEL D.	236.04	10 OCT 96	PAYROLL
005847	01464	WHITED, AMBER	350.78	10 OCT 96	PAYROLL
005848	01473	MARGARET M. WOODS	514.80	10 OCT 96	PAYROLL
005849	01471	LEANNE YORK	825.49	10 OCT 96	PAYROLL
005850	01497	DIANA KOORY	282.83	10 OCT 96	PAYROLL
015261	01490	BANK ONE	4592.18	10 OCT 96	FICA & FED TAXES WITHHELD 10
015261	01498	BANK ONE	-4592.18	10 OCT 96	VOID CHECK & VOUCHER #01490
015262	01491	INDIANA DEFERRED COMPENSATIO	527.10	10 OCT 96	WITHHELD FROM 10 OCT 96 PAYR DAUGHERTY,KOORY,KOPANDA,SCHUL
015263	01492	LDDS WORLDCOM	895.48	10 OCT 96	LONG DISTANCE CARRIER/DATA L
015264	01493	NIPSCO	3205.00	10 OCT 96	DEMOTTE UTILITIES-8/19-9/17/
015265	01494	NORTHWESTERN INDIANA TELEPHO	147.83	10 OCT 96	TELEPHONE-DEMOTTE-OCTOBER 19
015266	01495	TOWN OF DEMOTTE	40.72	10 OCT 96	AUGUST SEWER SERVICE-DEMOTTE
015267	01496	TOWN OF WHEATFIELD SEWER WOR	41.05	10 OCT 96	OCTOBER SEWER SERVICE-WHEATF
015268	01499	BANK ONE	4693.71	10 OCT 96	FICA & FED TAXES WITHHELD 10

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 07 Oct 96

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015269	01500	ACE HARDWARE	28.83	14 OCT 96	FL.ADHESIVE,WRENCH,PLIERS,TH
015270	01501	ACORDIA PERSONAL BENEFITS, I	577.99	14 OCT 96	QTLY PREMIUMS-RUSHER, REAGAN
015271	01502	AFFORDABLE COMMUNICATIONS	54.00	14 OCT 96	PHONE HANDSET-RENS.
015272	01503	AMBER WHITED	4.80	14 OCT 96	MILEAGE
015273	01504	AMERICAN BUSINESS INFORMATIO	1995.00	14 OCT 96	AMERICAN BUSINESS DISCS, 199
015274	01505	AMER. LIBRARY ASSOCIATION	50.00	14 OCT 96	BOOKLIST SUBSC.-RENS.-9/96-9
015275	01506	AVC CORPORATION	94.00	14 OCT 96	FIN. COMPUTER SERV. AGREEMEN
015276	01507	BAKER & TAYLOR	12792.62	14 OCT 96	BOOKS, GIFT BOOKS, VIDEO
015277	01508	BAKER & TAYLOR BOOKS	524.05	14 OCT 96	CONTINUATIONS-BOOKS
015278	01509	BAKER & TAYLOR ENTERTAINMENT	36.00	14 OCT 96	VIDEOS
015279	01510	BEN FRANKLIN	19.88	14 OCT 96	CRAFT ITEMS-RENS & WHEATF.CH
015280	01511	BETTER CONTAINERS MFG. CO. I	316.88	14 OCT 96	BOOK BAGS
015281	01512	BETTY A. HUFF (PAS-TIME BOO	517.81	14 OCT 96	BOOKS
015282	01513	BLACK MAGAZINE AGENCY	100.95	14 OCT 96	BESTS'AGENTS GUIDE-RENS.
015283	01514	CHARLOTTE FAGEN	96.30	14 OCT 96	MILEAGE
015284	01515	CHICAGO TRIBUNE	22.56	14 OCT 96	SUBSC.PRICE INCREASE TO 3/30
015285	01516	COBBLESTONE PUBLISHING, INC.	13.95	14 OCT 96	1995 INDEX
015286	01517	CROWN COMPUTER	292.50	14 OCT 96	INSTALL SEARCH ENGINE;RESTOR
015287	01518	CUSTOM LAWN CARE	95.00	14 OCT 96	LAWN MOWING-RENS.-SEPT.
015288	01519	DEMOTTE OFFICE SUPPLY	14.80	14 OCT 96	COLOR CODING LABELS
015289	01520	DIANE KROS	12.00	14 OCT 96	MILEAGE
015290	01521	DUMAS & MORIARTY	495.00	14 OCT 96	LEGAL SERVICES-JULY & AUGUST
015291	01522	FASE'S WATER TREATMENT & FLO	74.50	14 OCT 96	REDOUT FOR SOFTNER;VACUUM RE
015292	01523	FILMIC ARCHIVES	44.85	14 OCT 96	HOLIDAY BANNERS-RENS. CHILD.
015293	01524	G.NEIL COMPANIES	35.48	14 OCT 96	FEDERAL LABOR LAW POSTERS
015294	01525	GA FOODS GROUP	15.17	14 OCT 96	HOSPITALITY-SATELLITE PROGRA
015295	01526	GAIL JUNG	78.40	14 OCT 96	MILEAGE, BOOKS,WINTER READIN
015296	01527	GUY FRIDAY/BARRY RUSH	134.00	14 OCT 96	LANDSCAPING, MOUNTED PARKING
015297	01528	HAMMOND PUBLIC LIBRARY	10.00	14 OCT 96	POSTAGE-MAILINGS/NILART
015298	01529	HAMSTRA BUILDERS, INC.	69.00	14 OCT 96	INSTALL INSULATION/WATER LIN
015299	01530	HERITAGE OFFICE PRODUCTS, IN	2174.50	14 OCT 96	CALENDAR,MITA 3055 SERV.CONT
015300	01531	HP PRODUCTS CORP.	394.55	14 OCT 96	KLEENEX,TP,PAPER TOWELS,M-FO
015301	01532	INCOLSA	100.00	14 OCT 96	INTERNET SERV IN LIBRARIES-J ADV.INTRO/MICROCOMPUTERS-S.F M.HEEKE;INTRO/JAVA-Y.BEEVER
015302	01533	INDIANA CHAMBER OF COMMERCE	225.00	14 OCT 96	ENVIRONMENTAL REGULATIONS UP
015303	01534	INDIANA DEPT.OF WORKFORCE DE	303.42	14 OCT 96	3rd QTR UNEMPLOYMENT COMPENS
015304	01535	INDIANA JIM'S LOCKERY	50.00	14 OCT 96	DOOR REPAIRS-RENS.
015305	01536	INDIANA LIBRARY FEDERATION	25.00	14 OCT 96	DEWEY 21/WINDOWS WORKSHOP-Y.
015306	01537	INDIANA STATE LIBRARY	60.00	14 OCT 96	3rd QTR. PLAC CARD PURCHASES
015307	01538	IMCPL	29.84	14 OCT 96	"TODDLER" LABELS
015308	01539	INFORMATION/REFERENCE GROUP	130.58	14 OCT 96	CONTEMPORARY AUTHORS VOL. 15
015309	01540	JACKIE REAGAN	43.20	14 OCT 96	MILEAGE
015310	01541	JOURNAL AND COURIER	119.00	14 OCT 96	USA TODAY NEWSPAPER SUBSC.TO
015311	01542	JULIE EISELE	6.60	14 OCT 96	MILEAGE
015312	01543	KIDS INTERNATIONAL, INC.	86.75	14 OCT 96	VIDEOS & AUDIOCASSETTES
015313	01544	LISA RUSHER	13.20	14 OCT 96	MILEAGE
015314	01545	LYN DAY	13.20	14 OCT 96	MILEAGE

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 07 Oct 96

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015315	01546	LYNN DAUGHERTY	57.73	14 OCT 96	PHONE; USA TODAY MAG. 2 YR.S
015316	01547	MARTZ PLUMBING & HEATING	142.12	14 OCT 96	TWO WATER COOLER REPAIRS-REN
015317	01548	MICHELLE HEEKE	137.64	14 OCT 96	MILEAGE, HOTEL RESERV.-UofW
015318	01549	MICROSOFT CORPORATION	114.75	14 OCT 96	WINDOWS'95 UPGRADE-RENS.
015319	01550	MIDWEST MICRO PERIPHERALS	712.77	14 OCT 96	TRAVAN BACKUP TAPES/CARRYING
015320	01551	MITCHELL	706.35	14 OCT 96	CAR/TRUCK REPAIR MANUALS
015321	01552	NATIONAL GEOGRAPHIC SOCIETY	13.90	14 OCT 96	BOOK
015322	01553	NETNITCO	67.50	14 OCT 96	INTERNET SERVICE-OCT 1996
015323	01554	OCLC/FOREST PRESS	600.00	14 OCT 96	DEWEY COMBO PKG-DISC & PRINT
015324	01555	ON CUE #6106	142.42	14 OCT 96	VIDEOS
015325	01556	PATRICK OATIS	330.00	14 OCT 96	SIGN LANGUAGE PROGRAM SPEAKE
015326	01557	PEGGY WOODS	59.67	14 OCT 96	MILEAGE & WORKSHOP
015327	01558	PLANNER PADS, INC.	52.40	14 OCT 96	1997 CALENDARS
015328	01559	POSTMASTER GENERAL	746.00	14 OCT 96	STAMPS:100-\$1; 200-50 CENT; 32 CENT; 200-10 CENT; 200-4 100-3 CENT; 100-2 CENT; 100-
015329	01560	PUBLIC EMPLOYEES' RETIREMENT	8186.70	14 OCT 96	3rd QTR. PERF PAYMENT
015330	01561	RANDY KOBY	80.00	14 OCT 96	COMPUTER REPAIR;ELECTRIC EYE
015331	01562	REED REFERENCE PUBLISHING	518.42	14 OCT 96	BOOKS IN PRINT, 1996-97
015332	01563	REGENT BOOK CO., INC.	152.53	14 OCT 96	BOOKS
015333	01564	RELIABLE CORPORATION	105.67	14 OCT 96	CALENDARS,INDEX CARDS,MULTI-
015334	01565	RENEE CARR	18.00	14 OCT 96	MILEAGE
015335	01566	RENSSELAER REPUBLICAN	9.06	14 OCT 96	CLASSIFIED AD-DEMOTTE PAGE
015336	01567	SECURITY COURIERS CORP.	680.04	14 OCT 96	COURIER SERVICE-9/6-9/27/96
015337	01568	SENTIMENTAL PRODUCTIONS	33.45	14 OCT 96	VIDEOTAPE
015338	01569	T.J. PUBLISHERS, INC.	25.56	14 OCT 96	SIGN LANGUAGE BOOK
015339	01570	TEETERS CULLIGAN	9.95	14 OCT 96	COOLER RENTAL-WH.
015340	01571	THINK TANK INFORMATION SYSTE	3907.50	14 OCT 96	ANTENNA SITE SURVEY;COMPUTER INSTALL;TECH.GRANT COMPUTER
015341	01572	TYSEN'S COUNTRY GROCERY, INC	56.32	14 OCT 96	JANITORIAL SUPPLIES-DEM.
015342	01573	ULINE	56.46	14 OCT 96	PLASTIC BAGS LINERS
015343	01574	UNITED TELEPHONE COMPANY	674.71	14 OCT 96	TELEPHONE/DATA LINE-OCTOBER
015344	01575	UPSTART	87.41	14 OCT 96	POSTERS,BOOKMARKS
015345	01576	UW-MADISON	127.00	14 OCT 96	OUTS/INS-MANAGERS/SUPERVISOR
015346	01577	VALUE LINE PUBLISHING, INC.	611.00	14 OCT 96	INVESTMENT SURVEY SUBSC.-TO EXPANDED ED.-6/30/97-DEMOTTE
015347	01578	VIKING OFFICE PRODUCTS	27.41	14 OCT 96	CALENDARS
015348	01579	WAL-MART STORES, INC.	69.73	14 OCT 96	VIDEOS, POSTERS, NAME BADGES
015349	01580	WALSTRA FINE CUT	231.00	14 OCT 96	LAWN MOWING-AUGUST & SEPT. 1
015350	01581	YVONNE BEEVER	24.09	14 OCT 96	MILEAGE, TRIP TO GAYLORD INF

--TOTAL AMOUNT OF CLAIMS-- 65609.43

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 65609.43. Dated 14 OCT 96.

_____	_____
_____	_____
_____	_____
_____	_____

REVISED AGENDA

Jasper County Public Library Board of Trustees
Monday, November 11, 7:00 PM
Rensselaer Library

	<u>Purpose</u>
<u>Meeting of the Board of Finance</u> <u>to designate depositories for 1997 and 1998</u>	Action
<u>Opening of regular board meeting</u>	
A. Moment of silence	
B. Approval of agenda format	Action
<u>Approval of Consent Agenda Items</u>	Action
A. Minutes (R 1)	
B. Bills/Financial Reports (F)	
C. Approval of policies (R 7- R 14)	
D. Scout use of meeting rooms (R 17)	
E. Appointment of IVAN director	
F. Approval of board meeting dates for 1997	
G. Holidays for 1997	
<u>General Business</u>	
A. Technical Services Department report	Information
B. Disposal of obsolete furnishings R 17)	Action
C. Building problem update (R 15)	Information
D. Board Workshop report (R 17)	Information
E. NILBA Dinner report (R 17)	Information
F. Internet Policy (R 17)	Action
G. Wide area network (R 18)	Information
H. Nominating Committee report	Information
<u>Director's Report</u> (R 17 - R 20)	Information
<u>Items for future Agendas</u>	
<u>Public Forum</u>	
<u>Adjournment</u>	

AGENDA

Jasper County Public Library Board of Trustees
Monday, November 11, 7:00 PM
Rensselaer Library

Purpose

Opening of meeting

- A. Moment of silence
- B. Approval of agenda format

Action

Approval of Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. Approval of policies (R 7- R 14)
- D. Scout use of meeting rooms (R 17)

General Business

- A. Technical Services Department report
- B. Disposal of obsolete furnishings R 17)
- C. Building problem update (R 15)
- D. Board Workshop report (R 17)
- E. NILBA Dinner report (R 17)
- F. Internet Policy (R 17)
- G. Wide area network (R 18)

Information

Action

Information

Information

Information

Action

Information

Director's Report (R 17 - R 20)

Information

Items for future Agendas

Public Forum

Adjournment

MINUTES.....October 14, 1996
Jasper County Public Library Board of Trustees Monthly Meeting.....7:00 PM

Present: Robert Souza, Mary Linda Casey, Pat O'Rourke, Barbara Leestma, and Lynn Daugherty. Absent: Mary Duggleby, Anne-Marie Egan, Wilbur Doty.

Following the executive session the regular monthly meeting convened at 7:45 PM.

1. **AGENDA:** M.L. Casey moved to accept the agenda as presented. B. Leestma seconded the motion. Motion passed.

2. **CONSENT AGENDA:** The Consent Agenda including the September Minutes and Bills/Financial Reports were approved on a motion by B. Leestma, seconded by M.L. Casey. Motion passed.

3. **DIRECTOR'S 1997 SALARY:** The director accepted a salary increase offered by the board for 1997.

4. **BUILDING PROBLEM UPDATE:** Siebe will be offering a proposal regarding the defective actuators, warranties, and costs incurred within the next couple of weeks. Circle Design, Circle "R", and Precision Control were present when the VAV boxes were opened up. They found the coils to be free of any debris. One three-way valve was in backwards which will be corrected by Circle "R". Circle "R" is checking its records to see if the correct coil sizes for GPM were installed in the proper areas according to specifications. Lake Air will be asked to rebalance the system at DeMotte Library for winter start-up. Readings will be compared to those approved by Circle Design. Montgomery Kone acknowledged that elevator expenses were a bit above normal with no further comments other than fittings are normally repacked during the first year of use. The board conveyed the need to find a solution to these problems as quickly as possible.

5. **DAN CAIN WORKSHOP:** Board members attending the November 9th workshop from 9:00-4:00 at the Lake County Public Library are M. Duggleby, W. Doty, B. Leestma, P. O'Rourke, and L. Daugherty.

6. **NILBA DINNER MEETING:** A-M Egan will represent JCPL as President of NILBA at the October 30th meeting hosted by the Whiting Public Library at Phil Smidt's Restaurant.

7. **INTERNET SERVICE:** Intelenet will be installing internet service (Access Indiana). The board accepted the Technology Grant for a 56kb Internet access and 5 public access Internet workstations on a motion by M.L. Casey, seconded by B. Leestma. Vote was unanimous.

8. **WAN PROJECT:** Since the wireless lan proved to be cost-prohibitive, small lans at DeMotte and Wheatfield libraries will probably be needed to supplement the system WAN

located at the Rensselaer Library. The board chose not to upgrade the VAX to a DEC ALPHA server at this point, noting that putting the OPAC on the internet may not be that important for our library. We will still be able to provide internet service to the public. Equipment specifications for bids can be completed by Think Tank Information Systems once this information is received and once the best performance/cost solution is found for the telecommunications needed for the WAN.

9. INCOLSA COURIER SERVICE: The library will be subscribing to a two day/week service called INCOLSA on Wheels to send ILL materials to other Indiana libraries. INCOLSA will re-evaluate this service after 6 months.

10. CIRCULATION POLICY: M.L. Casey moved to change the wording in the Circulation Policy to state: *Videos may be checked out for classroom use for a one week.* B. Leestma seconded the motion. Motion passed.

11. DIRECTOR'S REPORT: The June installment of the property tax has finally arrived. The Director noted that the library's solid financial position would have made it possible to operate into the beginning of November without borrowing funds.

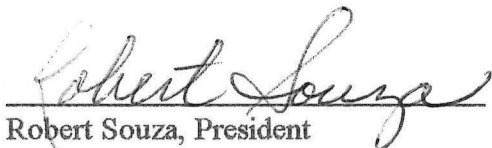
The Policy Committee will meet before the November meeting to consider revisions to the Internet Use Policy.

Permission was given for Stephanie Filson, a 40 hour per week Circulation Clerk at Rensselaer Library, to be moved up to the status of Library Assistant 1 on a motion by P. O'Rourke, seconded by B. Leestma. All were in favor.

Nominating Committee will present a slate of officers for 1997 at the November meeting.

With no further business, M. L. Casey moved, seconded by P. O'Rourke, to adjourn at 8:55 PM.


Attest: Barbara Leestma, Secretary


Robert Souza, President

CIRCULATION STATISTICS

	DEMOTTE					RENSSELAER					WHEATFIELD					SYSTEM
	Added		Withdrew		CIRC-	Added		Withdrew		CIRC-	Added		Withdrew		CIRC-	TOTAL:
	V	T	V	T	ULA-	V	T	V	T	ULA-	V	T	V	T	ULA-	CIRCULA-
	O	I	O	I	TION	O	I	O	I	TION	O	I	O	I	TION	TION
	L	T	L	T		L	T	L	T		L	T	L	T		
	U	L	U	L		U	L	U	L		U	L	U	L		
	M	E	M	E		M	E	M	E		M	E	M	E		
	E	S	E	S		E	S	E	S		E	S	E	S		
October 1996			S			S		S			S		S			
XX																
ADULT BOOKS																
Fiction	101	50	6	3	1874	47	39	0	0	2146	61	42	13	2	590	4610
Nonfiction	177	135	7	4	1784	67	42	1	0	1534	43	21	28	1	743	4061
CHILDREN'S BKS																
Fiction	26	18	7	3	2317	46	38	1	0	2357	51	31	0	0	914	5588
Nonfiction	89	77	1	0	793	54	46	2	0	960	49	43	0	0	309	2062
1 MAGAZINES, ADT					895					534					224	1653
MAGAZINES, CH					45					31					24	100
GRAPHIC MAT'L					0	0	0	0	0	10	0	0	0	0	2	12
MICROFORMS																0
SOUND RE/ADUL	23	22	21	3	338	8	8	0	0	483	32	30	291	250	296	1117
SOUND REC., CH	0	0	1	1	65	0	0	0	0	96	0	0	0	0	35	196
CD ROM SOFTWF	0	0	0	0		0	0	0	0		0	0	0	0		0
SOFTWARE								0	0							0
VERTICAL FILE					102	241	241	64	64	10					4	116
VHS	14	8	2	0	734	19	17	0	0	900	21	11	0	0	615	2249
EQUIPMENT					0					8					1	9
TOTAL	430	310	45	14	8947	482	431	68	64	9069	257	178	332	253	3757	21773
XX																

PERCENT INCREASE/DECREASE 6.0% 2.1% 13.2%

END OF MONTH: DEMOTTE RENSSELAER WHEATFIELD

Total Materials Owned 36076 48698 25580
 Total Titles Owned 33556 44888 23483
 Daily Avg Circulation 331 349 145

XX

MONTHLY SYSTEM STATISTICS 1995 1996 % change
 Circulation 20637 21773 5.5%

Jan. to date circulation 213133 224519 5.3%

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
October 1996

	DEMOTTER	RENSSELAER	WHEATFIELD	TOTAL	HOURS SPENT
REGISTRATIONS					
Borrowers--Beginning of month:	6536	6758	2733	16027	
Borrowers--End of month:	6623	6838	2772	16233	
Non-resident, paying	29	40	1	70	
PLAC card users	2	3	0	5	
Reciprocal borrowers	172	90	11	273	
XX					
INTRALIBRARY LOANS FILLED	126	148	234	508	110.1
LOCAL HISTORY					
In person	4	27		31	8.8
Letters written		7		7	7.0
IN-HOUSE USE - HARDWARE/SOFTWARE					
Computer agreements	24	83	16	123	10.3
Computer software used	24	95	16	135	11.3
VCR Use	5	6	0	11	1.5
Microforms	0	85		85	11.3
CD ROM software used	209	238	90	537	44.8
Public use of FAX service	11	20	19	50	8.3
Typewriter use	12	0	0	12	0.6
Other equipment used	0	6	0	6	2.0
OTHER LIBRARY SERVICES USED					
Walking book visits	2	1		3	2.0
Notarized documents		2		2	0.5
Meeting Room Use (number of groups)	71	34	27	132	44.0
Study room use	15	26	3	44	3.7
Ref book/vf copies made	135		18	153	12.8
XX					
INTERLIBRARY LOANS					
Requests made for:	57	35	17	109	27.3
Items rec'd for:	60	27	7	94	47.0
Items from Indiana libraries	48	22	4	74	
Items requested by other libraries				0	
Items supplied to other libraries				0	0.0
Info requests answr'd for other libraries				0	
Info sent to other libraries				0	
TOTAL HOURS SPENT					353.0

WHEATFIELD COLLECTION

MONTH
END

V O L U M E S	T I T L E S
---------------------------------	----------------------------

XX

ADULT BOOKS

9843	9720	9938	9767	11030	10779	11077	10818	7782	7608	7830	7648	Fiction
11872	9963	12042	10094	17435	15563	17501	15605	6830	5263	6845	5283	Nonfiction

CHILDREN'S BKS

7399	7302	7418	7317	9376	8965	9421	9003	5675	5577	5726	5608	Fiction
4581	4448	4669	4525	6925	6561	6977	6607	3137	3120	3186	3163	Nonfiction

0 0 MAGAZINES, ADLT
0 0 MAGAZINES, CH

2 2 2 2 368 155 368 155 3 3 3 3 GRAPHIC MAT'L

0 0 0 0 0 0 0 0 0 0 MICROFORMS

1034	890	1036	909	2082	1526	2090	1534	1404	1259	1145	1039	SOUND REC.,ADULT
144	144	143	143	181	181	181	181	43	43	43	43	SOUND REC., CH
6	3	6	3	14	9	14	9	4	4	4	4	CD ROM SOFTWARE
4	2	4	2	88	24	88	24	112	57	112	57	SOFTWARE
										0	0	VERTICAL FILE
805	786	817	794	962	935	981	952	665	624	686	635	VHS
1		1	0	0		0	0			0	0	EQUIPMENT

[illegible]

CIRCULATION BY ITEM FINE CODE
October 1996

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	75	56	34	165
100 (1)	49	76	20	145
200 (2)	48	64	39	151
300 (3)	293	261	121	675
400 (4)	15	16	9	40
500 (5)	77	95	37	209
600 (6)	581	359	217	1157
700 (7)	240	250	102	592
800 (8)	45	56	24	125
900 (9)	194	159	56	409
B (10)	106	113	77	296
j000 (11)	9	31	3	43
j100 (12)	4	14	4	22
j200 (13)	6	9	7	22
j300 (14)	94	102	36	232
j400 (15)	15	8	1	24
j500 (16)	188	279	73	540
j600 (17)	21	21	22	222
j700 (18)	177	248	64	489
j800 (19)	28	26	27	81
j900 (20)	70	102	31	203
jB (21)	111	47	25	183
FIC (22)	1141	1606	478	3225
yaFIC (23)	24	54	23	101
LARGE PRINT (24)	54	40	14	108
jFIC (25)	237	417	117	771
JE (26)	1364	1573	628	3565
JER (27)	494	186	125	805
Magazines (28)	895	534	224	1653
Games/Toys (29)	0	10	0	10
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	183	223	67	473
jCassettes (33)	62	74	34	170
Compact Discs (34)	153	250	228	631
jCompact Discs (35)	2	2	1	5
Sound Recordings (36)	2	10	1	13
jSound Recordings (37)	1	20	0	21
Software (38)	0	0	0	0
Vertical File (39)	102	10	4	116
Equipment (40)	0	8	1	9
yapFIC (41)	160	163	29	352
jpFIC (42)	222	181	44	447
Reference (43)	60	29	7	96
Genealogy (44)	1	0	0	1
jMagazines (45)	45	31	24	100
VHS (46)	734	900	615	2249
Free reads	495	273	46	814
Puzzles			2	2
Talking books		10		10
Assignment shelf books				0
TOTAL	8947	9069	3757	21773

CIRCULATION BY PATRON CODE
Oct. 1996

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	866	10.4%	1064	12.2%	524	14.2%	2454	11.8%
Adult Female (1)	5058	60.7%	4624	52.8%	2231	60.3%	11913	57.3%
Juvenile 0-11 (2)	1259	15.1%	1390	15.9%	465	12.6%	3114	15.0%
YA 12-17 (3)	361	4.3%	453	5.2%	228	6.2%	1042	5.0%
Nonresident No Fee (4)	31	0.4%	275	3.1%	6	0.2%	312	1.5%
Board/Staff (5)	316	3.8%	381	4.4%	232	6.3%	929	4.5%
School (6)	2	0.0%	68	0.8%	0	0.0%	70	0.3%
St. Joseph College (7)	0	0.0%	96	1.1%	0	0.0%	96	0.5%
State Library Card (8)	0	0.0%	16	0.2%	0	0.0%	16	0.1%
Nonresident Fee (9)	70	0.8%	115	1.3%	0	0.0%	185	0.9%
Corporate (10)	0	0.0%	51	0.6%	0	0.0%	51	0.2%
Reciprocal (11)	367	4.4%	218	2.5%	13	0.4%	598	2.9%
Total	8330		8751		3699		20780	
Total items borrowed by nonresidents	470	5.6%	788	9.0%	19	0.5%	1277	6.1%

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
October 1996

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	21	31	18	70
Number attending	418	427	189	1034
YA Programs (14-17)				0
Number attending		2		2
Adult Programs	1	19		20
Number attending	19	190	47	256
Senior Citizen Programs	1	1		2
Number attending	23	44		67
TOTAL NO. OF PROGRAMS	23	51	18	92
TOTAL PERSONS ATTENDING	460	663	236	1359

MEMORANDUM

Meeting Room Policy; Materials Selection Policy Internet Acceptable Use Policy

Summary: The Policy Committee recommends that the meeting room policy and materials selection policy be approved with the revisions noted in the boxed sections of the attached policies. The Committee agreed that the Internet Acceptable Use Policy should be discussed further with staff and a recommendation brought to the full board for discussion at a later meeting.

Discussion: Changes in the Materials Selection Policy reflect the intention of the board, in its Five Year Plan, that our libraries eliminate duplication of materials where practical. The recommendations incorporated in the new wording allow expensive materials which are not typically accessed by *browsing* patrons to be purchased by one library, housed in that library, with staff charged with learning to use these specialized materials and provide the information in them to patrons anywhere in the system.

Meeting Room Policy: The new wording takes into account the desire of staff and board to offer occasional programs for which speakers charge fees and those fees (or portions of them) must be passed on to attendees. The Director will make each decision based on the importance of the program to the community and on whether it is possible to provide the program without charge.

Because only the Rensselaer Library is having a problem meeting the needs of groups for meeting rooms, the Policy Committee agreed that the *policy* does not need to be changed. Instead, the Rensselaer Library has instituted a new *procedure* effective next year. They will only book 3 meetings at a time for any group. Once the group has had one of those meetings, it can try to book another one immediately. However, in the meantime, it has given the library and other groups the opportunity to book the meeting room for that time slot.

The staff is still researching options for the library's Internet Acceptable Use Policy. Since we do not plan to offer this service until late winter or early spring, the Policy Committee felt it better to take the time necessary to plan and discuss the issue thoroughly, both at the staff and at the board level.

Vote: To approve the Meeting Room Policy and Materials Selection Policy as recommended by the Policy Committee.

Materials Selection Policy

The library sets as its major goals in materials selection: the advancement of knowledge and the enrichment of personal recreation for all residents of the library's service district.

The phrase "library materials" as it occurs in this policy has the widest possible meaning. Included are such materials as books, magazines, audio and video records on tapes, disks, or otherwise.

Ultimate responsibility for materials selection rests with the Director, who operates within the framework of this selection policy adopted by the Library Board. Actual materials selection is done by librarians and other qualified personnel.

BUILDING THE COLLECTION

The collection, taken as a whole, will be an excellent and unbiased source of information and recreation. It will include as wide a selection as possible. Subjects and viewpoints will be covered in sufficient depth to meet anticipated and expressed needs.

Selection of materials by the Library does not mean endorsement of the contents or views expressed in those materials. The collection as a whole will be sufficiently diverse to promote no causes, to further no movements, and to endorse no viewpoints.

A. By Library

A special effort is made to adapt each collection to the community which it serves and to keep up with population growth and expanding information needs of the various communities.

1. Rensselaer Headquarters and the DeMotte Library: These libraries will provide well-rounded collections of reference and circulating materials for use by the public, including the more specialized reference and bibliographic aids for the system.
2. Wheatfield Library: The Wheatfield Library will make available materials that will satisfy the general and frequent needs of its community. Selection is not limited to materials purchased for the other libraries.

- | |
|---|
| <ol style="list-style-type: none">1. Rensselaer Headquarters and the DeMotte Library: These libraries will provide well-rounded collections of reference and circulating materials for use by the public, including the more specialized reference and bibliographic aids for the system. |
|---|

2. Wheatfield Library: The Wheatfield Library will make available materials that will satisfy the general and frequent needs of its community. Selection is not limited to materials purchased for the other libraries.
3. Specialized Collections: To more economically use library funds, each library will be responsible for providing more in depth materials and staff expertise in using those materials in certain fields. Staff in that library will then provide needed information in those fields to patrons at any library in the system.

The Rensselaer Library will be responsible for providing in depth collections and expertise in the areas of Business and Grants. The DeMotte Library will be responsible for providing in depth collections and expertise in the areas of law, biographical reference, and the humanities. The Wheatfield Library will be responsible for providing the in depth collection and expertise in the area of health.

B. By Age Group

1. Adult: Selection must be as broad in scope as the interests and needs of the community. Besides aiming at variety and depth, it must recognize a wide range of reading ability and taste.
2. Young Adult: Each library will maintain a collection for young people aged approximately 11-17. This collection is intended primarily as a bridge between children and adult collections. Some titles appear in both the adult and young adult collections or in the children's and young adult collections.
3. Children: This collection will endeavor to satisfy the informational, recreational, and cultural reading interests and needs of children from preschool to age 14.

CRITERIA FOR SELECTION

All acquisitions, whether purchased or donated, will be selected in accordance with one or more of the following criteria:

- . Critical reviews and information in professional selection aids
- . Effectiveness of style, format and content for intended audience
- . Need for breadth and balance of viewpoints and subjects within the collection
- . Relation to existing collection and other materials on the subject
- . Reputation and significance of author, publisher, composer and/or artist
- . Patron interest
- . Cost
- . Contemporary significance or permanent value

. Format

The Library recognizes that many materials are controversial and that any given item may offend some patrons. The choice of library materials by users is an individual matter. A person may reject certain items for himself/herself or for his/her family, but he/she does not have the right to restrict access to these materials by others. Selection will not be made on the basis of any anticipated approval or disapproval, but on the merits of the work as it relates to the criteria listed.

The library cannot limit its selection to materials suitable for children and adolescents, but must consider its adult audience; therefore, some materials may be deemed by parents as inappropriate for their children. Since parents' feelings differ and children of the same age differ greatly in levels of maturity the library will not act as judge of what materials a child is mature enough to borrow. This responsibility must remain with the parent.

LOCAL HISTORY

The Jasper County Public Library recognizes the need to collect materials pertaining to the history and past residents of Jasper County.

The Rensselaer, DeMotte and Wheatfield Libraries will also collect and retain a copy of all materials reasonably available pertaining to the specific communities within which those branches are located. These materials should include oral and written histories of community families.

The Rensselaer Library is charged with maintaining a specialized genealogy and local history collection concerning Jasper County and the State of Indiana. The DeMotte Library will collect and retain a copy of all materials reasonably available pertaining to the history of the Kankakee Valley area.

GIFTS

Gifts are accepted subject to the following limitations:

1. The Library retains the unconditional ownership of the gift.
2. The Library makes the final decision on its use or other disposition of the gift.
3. The Library reserves the right to decide the conditions of display, housing and access to the materials.

COMPLAINTS

Complaints concerning specific materials in the collection should be discussed with the appropriate department or Agency Librarian, and/or Director. If a

satisfactory resolution is not reached, the patron may make a written complaint which will be reviewed by a staff committee appointed by the Director. The patron will be notified when the committee has made a determination.

If requested, the decision of the committee may be referred to the Library Board who will determine if Library policy has been followed.

COLLECTION MAINTENANCE

Except in the area of local history, JCPL is not a library of historical record. Therefore, to ensure a vital and useful collection, materials no longer needed in the library system will be disposed of according to good library practice.

USE OF LIBRARY MATERIALS

Library materials are not marked or identified to show approval or disapproval of the contents, and no book or other item is sequestered except for the purposes of protection from injury or theft.

LIBRARY BILL OF RIGHTS

The Library Bill of Rights, which follows, is as precise and concise a statement of our beliefs as can be found. We have adopted it as a part of our overall selection policy.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended 2/2/61, 6.27/67, and 1/23/80 by the ALA Council

Meeting Room Policy

Who May Use the Meeting Rooms

The Rensselaer, DeMotte, and Wheatfield libraries have meeting areas available primarily for the use of nonprofit groups or meetings of a civic, cultural, or educational nature. Meetings of a partisan political nature are prohibited.

Meeting rooms may not be used for profitmaking or for advertising a product or service. The rooms cannot be used for private socializing purposes. Only selling or advertising in support of the library is permitted on library premises.

The Board of Trustees reserves the right to make a final decision if questions arise concerning use of the libraries.

Responsibilities of User Group

Use must be confined to the activity for which the facilities were requested. Grounds, furniture, equipment and other property must be properly cared for and returned to a neat and orderly condition following use. Upon leaving the building, meeting room must be securely locked.

Furnishings may not be removed from the meeting area without permission of the building supervisor. Nothing may be attached to or removed from walls, ceiling or floor except on designated bulletin boards or by special permission of the building supervisor.

Open flames (candles, matches, etc.) and red or purple beverages are not permitted in meeting rooms.

Groups using the library's facilities are responsible for the actions of those persons attending their functions and must take full responsibility for loss or damage to any Library property, furnishings, and/or equipment occurring as a result of their groups' use of Library property.

The Library shall not be responsible for damage or injury to any person or property occurring as a result of the group's use of the library.

Groups meeting while the library is open for business must maintain a noise level that does not interfere with the normal functioning of the library.

Publicizing Programs

The fact that a group is permitted to meet at the Library does not imply Library approval of the group or of the ideas presented at the meeting. Publicity for meetings or programs must make it clear that the Library is not a sponsor of the event.

Room Charges/ Admission Fees

There is no charge for single or monthly meetings or programs. Groups wishing to hold regular weekly meetings must obtain permission from the Board of Trustees and may be charged a fee. All meetings must be cleared with the Director, Agency Librarian or Branch Manager.

Until further notice, no fee is charged for meeting room use, but donations to the library's gift fund are accepted with pleasure.

Admission charges cannot be assessed for meetings held in the library's meeting rooms. Charges may be assessed for supplies needed by participants in programs.

Admission charges cannot be assessed for meetings held in the library's meeting rooms except charges for program supplies and, in some cases, speakers' fees. Permission must be specifically granted by the Director.

Smoking and Drinking

Smoking and alcoholic beverages are not permitted in any part of the library.

Revoking of Meeting Room Privileges

The Library reserves the right to revoke meeting room privileges for any group if it feels the group has not met the conditions stated in this policy.

The Library's Responsibility

The Library is not responsible for items left in the building. No storage facilities are available for meeting room users.

Building Problem Update

Investigation indicates that the water in the heating system is clean. One valve was piped backwards and will be corrected by Circle R.

Circle R is still investigating whether the coil selection meets specifications or whether coils are too small to produce the appropriate gallons per minute flow (gpm).

It was determined that Lake Air never gave a confirming report on air balance in *full heating* conditions at DeMotte. They need to do this.

Circle R is rerunning calculations on coil size. With Lake Air they checked some values and some air temperatures. They discovered a malfunctioning actuator in the children's area which Precision Controls has agreed to replace under warranty.

Tomorrow (November 6) Circle R will install circuit setters on "a couple" VAV boxes to check water flow directly and accurately.

After determining whether Circle R installed the right coils, it must be determined whether Precision Controls installed the correct valves on the coils.

We need to find a company that treats commercial heating water systems and contract for service. Service would consist of periodic checks of glycol content of water and injection of necessary chemicals into shot feeder (or providing chemicals that *we* inject periodically).

Siebe: No report at "publication time."

Meanwhile, Leanne has discovered 9 more wet spots on ceiling tiles indicating heating pipe leaks. We have decided to wait until the heating problem is resolved before trying to establish whose responsibility these new repairs should be.

Insulation has been installed (or re-installed in some cases).

We have received no reimbursement for elevator repairs, although the company has been contacted on several occasions.

Holiday Schedule 1997

The Libraries will be closed on the following days:

New Year's Day: Wednesday, January 1
Memorial Day: Monday, May 26
Independence Day: Friday, July 4
Labor Day: Monday, September 1
Thanksgiving: Thursday, November 27
Christmas Eve: Wednesday, December 24
Christmas Day: Thursday, December 25
New Year's Eve: Wednesday, December 31

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. Four employees will receive a paid holiday in the month of the anniversary of their employment at JCPL.

Board Meeting Dates

1997

Meetings are held at 7:00 P.M. at the Rensselaer Library
unless otherwise noted

Tuesday, January 21 (third Tuesday)

Tuesday, February 11

Tuesday, , March 11

Tuesday, April 8

Monday, May 12 (at DeMotte)

Monday, June 9

Monday, July 14

Monday, August 11

Monday, August 25 (to pass budget only)

Monday, September 8 (at Wheatfield)

Monday, October 13

Monday, November 10

Monday, December 15 (third Monday)

MEMORANDUM

Revised Agenda

My apologies. I obviously didn't have my thinking cap on when doing the agenda this month! Below are additional items.

Designation of depositories: Under the Depository Law 1996 (P.L. 18-1996), our library no longer is required to spread our funds among all banks in our county. We are only required to place funds in 2 banks on the state's list of designated depositories. This will require much less paperwork each month for Gail!

For years, we have used Bank One as the bank in which we maintain our primary checking count. Wheatfield has only First of America close by in which to deposit receipts. DeMotte deposits receipts in DeMotte State Bank. We distribute funds from Bank One into the other banks in the county as needed to meet prorating requirements.

My recommendation is that we continue using Bank One as our primary bank, since our checks are imprinted with their name, they have given good service, etc., and continue with First of America for Wheatfield's convenience. DeMotte *could* deposit in the DeMotte branch of Bank One, eliminating a third bank. However, for public relations reasons, we feel this might be unwise.

This decision is up to the Library Board operating as the Board of Finance.

(This new law does not affect certificates of deposit investments. We still call all banks in the county and deposit where we get the best interest rate.)

Board meeting dates: Mary Duggleby has just found out that she must take Monday evening classes during January - April 1997. For this reason, we are proposing the change in meeting dates as discussed previously and as listed on R 22.

1997 Holidays: I neglected to submit the list of holidays for next year.

Nominating Committee report: I also neglected to allow time for this committee report. Actual voting will be done at the December meeting. Mary Duggleby, Pat O'Rourke, and Barb Leestma serve on this committee.

IVAN Board of Directors: We will be members in 1997 of the Indiana Video and Audio Network, when we begin leasing cd-roms for circulation. As a part of the network, we must appoint a person to serve on the IVAN board of directors. Michelle Heeke, Rensselaer Librarian, has volunteered to serve in this capacity. I would like the Board to appoint Michelle to this position.

JCPL FINANCIAL STATEMENT

OCTOBER 1996

	<u>Beginning 1996 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$379,908.22	\$348,563.58	\$690,078.17	\$86,921.22	\$770,215.57	\$299,770.82
Investments \$300,000.00						
Public Library Access Card Fund	\$51.00	\$20.00	\$280.00	\$60.00	\$311.00	\$20.00
Gift Fund	\$3,077.85	\$316.00	\$1,533.20	\$316.22	\$1,730.71	\$2,880.34
DeMotte	\$1,488.44	\$10.00	\$420.00	\$100.36	\$1,062.86	\$845.58
Rensselaer	\$926.14	\$196.00	\$604.25	\$215.86	\$564.06	\$966.33
Wheatfield	\$663.27	\$110.00	\$508.95	\$0.00	\$113.79	\$1,058.43
Bond & Interest Redemption Fund	\$134,858.07	\$224,871.90	\$304,001.75	\$0.00	\$110,232.50	\$328,627.32
Investments \$325,000.00						
Host/Hospitality Fund	\$0.00	\$25.50	\$700.50	\$25.50	\$700.50	\$0.00
Library Improvement Reserve Fund	\$28,728.73	\$116.98	\$874.18	\$0.00	\$0.00	\$29,602.91
Investments \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Oral History Grant Fund	\$0.00	\$0.00	\$1,700.00	\$0.00	\$133.20	\$1,566.80
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
**transferred to Oper. Fund Beginning Balance						
Satellite Fund	\$1,446.00	\$230.00	\$1,713.00	\$15.17	\$2,722.20	\$436.80
Indiana Technology Grant Fund	\$0.00	\$3,480.00	\$3,480.00	\$3,480.00	\$3,480.00	\$0.00
Construction Fund	\$9,991.26	\$138.01	\$602.51	\$0.00	\$1,330.00	\$9,263.77
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
Employee Health Insur.	\$191.15	\$0.00	\$53.07	(\$135.37)	(\$483.51)	\$727.73
Employee P.E.R.F.	\$2,718.28	\$0.00	\$0.00	\$1,905.05	\$1,733.98	\$984.30
TOTAL ALL FUNDS.....	\$561,170.56	\$577,761.97	\$1,005,016.38	\$92,587.79	\$892,106.15	\$674,080.79

BANK ACCOUNT BALANCES FOR

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

31 Oct 96

1.	BANK ONE CHECKING	1309.77
2.	BANK ONE-CONSTRUCTION FUND SAV	9263.77
3.	BANK ONE-LIRF	29602.91
4.	FIRST OF AMERICA BANK	5289.46
5.	DEMOTTE STATE BANK	1509.11
6.	INDIANA FEDERAL BANK FOR SAVIN	542.42
7.	NBD BANK, N.A.	502.90
8.	PINNACLE BANK	1060.45
9.	IND.FEDERAL CD#9100055654	.00
10.	IND.FEDERAL CD#9100055646	.00
11.	IND.FEDERAL CD#9100076090	.00
12.	PINNACLE BANK CD#	625000.00
13.		.00
14.		.00
15.	IND.FEDERAL CD#9100005606	.00

TOTAL ALL BANK ACCOUNTS		674080.79
-------------------------	--	-----------

REPORT FOR REGISTER OF INVESTMENTS
OPEN INVESTMENTS AS OF 31 Oct 96

F2.1

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
7C 96	37966	PINNACLE BANK	60 DAY	625000.00	5.25	OP;B-325000	15 OCT 96	5393.84	B-BIRF
				-----				-----	
--TOTALS--				625000.00				5393.84	

REPORT FOR REGISTER OF INVESTMENTS
CLOSED INVESTMENTS AS OF 31 Oct 96

RENEWAL DATE	CD #	ISSUED BY	TERMS	PRINCIPAL	INTEREST	ACCOUNT	PURCHASE DATE	INTEREST EARNED	COMMENTS
13 FEB 96	9100005606	IN.FEDERAL BA	91 DAY	300000.00	5.67	OPER-LIRF-B	14 NOV 95	4240.85	
13 APR 96	9100055646	IN.FEDERAL	60 DAY	100000.00	5.15	OPER-BIRF	13 FEB 96	846.58	
12 JUN 96	9100055654	IN.FEDERAL	120 DAY	125000.00	5.20	BIRF	13 FEB 96	2136.99	
16 AUG 96	9100076090	IN.FEDERAL	60 DAYS	150000.00	5.19	BIRF-700000;	17 JUN 96	1279.73	
				-----				-----	
--TOTALS--				675000.00				8504.15	

APPROPRIATION REPORT
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 31 Oct 96

OPERATING FUND ACNT #	DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11	SALARY OF LIBRARIAN	39915.00	3326.26	33213.20	6701.80	83.2
1.12	SALARY OF ASSISTANTS	414221.00	33061.66	323654.73	90566.27	78.1
1.13	WAGES OF JANITORS	28785.00	2375.78	22002.61	6782.39	76.4
1.21	EMPLOYER'S SHARE-FICA	36943.00	2965.44	28983.81	7959.19	78.5
1.22	UNEMPLOYMENT COMPENSATION	2789.00	303.42	2381.76	407.24	85.4
1.23	EMPLOYER'S CONTRIB.- PERF	22394.00	5297.35	21356.26	1037.74	95.4
1.24	EMPLOYER'S CONTRIB.- INS.	14608.00	490.00	4043.55	10564.45	27.7
1.31	OTHER PERSONAL SERVICES	1000.00	.00	911.40	88.60	91.1
2.11	OFFICIAL RECORDS	950.00	.00	756.68	193.32	79.7
2.12	STATIONERY AND PRINTING	650.00	.00	448.50	201.50	69.0
2.13	OTHER OFFICE SUPPLIES	4222.98	954.43	4915.27	-692.29	116.4
2.21	CLEANING & SANITATION SUPPLIES	4500.00	521.48	2679.74	1820.26	59.5
2.22	FUEL, OIL & LUBRICANTS	20.00	.00	1.97	18.03	9.9
2.23	OTHER OPERATING SUPPLIES	3800.00	14.68	2507.05	1292.95	66.0
2.31	BUILDING MATERIALS & SUPPLIES	650.00	52.50	492.52	157.48	75.8
2.32	PAINT AND PAINTING SUPPLIES	200.00	.00	.00	200.00	.0
2.33	REPAIR PARTS	300.00	.00	309.53	-9.53	103.2
2.41	LIBRARY SUPPLIES	4508.97	493.99	2884.48	1624.49	64.0
2.42	AUTOMATION SUPPLIES	4200.00	.00	2356.51	1843.49	56.1
3.11	CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12	ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13	LEGAL SERVICES	1250.00	495.00	1303.65	-53.65	104.3
3.14	OTHER PROFESSIONAL SERVICES	4400.00	155.00	2614.44	1785.56	59.4
3.21	TELEPHONE	29000.00	1953.85	19052.52	9947.48	65.7
3.22	POSTAGE	6678.40	756.00	4779.46	1898.94	71.6
3.23	TRAVELING EXPENSE	4049.20	345.00	3510.45	538.75	86.7
3.24	PROFESSIONAL MEETINGS	6149.00	636.10	6217.55	-68.55	101.1
3.25	FREIGHT	50.00	.00	.00	50.00	.0
3.31	ADVERTISING & PUBLIC NOTICES	900.00	9.06	705.43	194.57	78.4
3.32	OTHER PRINTING	400.00	.00	.00	400.00	.0
3.41	OFFICIAL BONDS	250.00	.00	200.00	50.00	80.0
3.42	OTHER INSURANCE	16573.00	.00	13378.00	3195.00	80.7
3.51	GAS	25000.00	1876.78	16895.76	8104.24	67.6
3.52	ELECTRICITY	58000.00	6557.63	42661.07	15338.93	73.6
3.53	WATER	1200.00	41.20	545.65	654.35	45.5
3.54	WASTE DISPOSAL SERVICES	2000.00	166.37	1802.20	197.80	90.1
3.61	BUILDING & STRUCTURES	30000.00	599.00	25580.95	4419.05	85.3
3.62	EQUIPMENT	4000.00	855.62	3038.65	961.35	76.0
3.71	REAL ESTATE	.00	.00	.00	.00	.0
3.72	EQUIPMENT	225.00	9.95	179.50	45.50	79.8
3.91	DUES	2000.00	.00	1005.00	995.00	50.3
3.92	INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93	TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94	TRANSFER TO LIRF	40000.00	.00	.00	40000.00	.0
3.95	SERVICE CONTRACTS	9180.00	680.04	7196.38	1983.62	78.4
3.96	PETTY CASH	120.00	.00	.00	120.00	.0
3.97	INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98	MAINTENANCE CONTRACTS	36400.00	2266.54	7859.48	28540.52	21.6
4.1	LAND	.00	.00	.00	.00	.0
4.2	BUILDINGS	.00	.00	.00	.00	.0
4.3	IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4	FURNITURE & EQUIPMENT	20195.53	257.25	18435.46	1760.07	91.3
4.51	BOOKS	124000.00	15787.07	100410.64	23589.36	81.0
4.52	PERIODICALS & NEWSPAPERS	37086.37	850.56	23478.43	13607.94	63.3
4.53	NONPRINTED MATERIALS	22088.35	2766.21	15465.33	6623.02	70.0
	-TOTAL-	1065851.80	86921.22	770215.57	295636.23	72.3

CHANGES TO APPROPRIATION REPORT
DATE 31 Oct 96

F3a.1

Fund/Account No	Date	Amount	Explanation
00-1.24	22 Mar 96	38.45	REFUND BAL.NOV.PREMIUM-HOWARD
100-1.24	10 Apr 96	169.55	REFUND OF PREMIUM-R.HOWARD
100-2.13	15 Aug 96	5.00	Rebate on Bic Pens
100-2.13	10 Oct 96	17.98	purchased case/Computer Paper
100-2.41	30 Apr 96	8.97	INCOLSA PAID-PERS.MGMT REFRESHME
100-3.22	22 Mar 96	26.93	LEASE BOOK REIMBURSEMENT-POSTAGE
100-3.22	31 May 96	20.52	BOOK LEASE REIMBURSEMENT-POSTAGE
100-3.22	04 Sep 96	17.36	B&T LEASE BKS RETURN POSTAGE REF
100-3.22	10 Oct 96	13.59	Rex Learning Center Postage ref.
100-3.23	10 Apr 96	49.20	U.OF WIS.TRIP/CROWN POINT P.L.
100-3.24	16 Apr 96	149.00	BUREAU OF ED.RESEARCH SEM.REFUND
100-3.42	31 Jul 96	573.00	REFUND-WORKMEN'S COMP POLICY
100-4.4	02 Jan 96	2095.53	ENCUMBERED 1995 FUNDS-BD.ACTION
100-4.52	30 Apr 96	28.79	LOWELL P.L.REIMBU-SUPERVISORS GD
100-4.52	30 Apr 96	28.79	REIMBURSED/SUPERVISOR'S GUIDE
100-4.52	31 May 96	28.79	STARKE CO.-SUPERVISOR GUIDE-REIM
100-4.53	22 Mar 96	33.34	REIMBURSED SHARED COST ALA VIDEO
100-4.53	22 Mar 96	5.00	REBATE-INDIAN IN CUPBOARD VIDEO
100-4.53	22 Mar 96	16.67	REIMBURSED-SHARED COST ALA VIDEO
100-4.53	10 Apr 96	33.34	ALA VIDEO REIMBURSEMENT
180-3.14	28 Jun 96	310.61	Interest earned 12/95 & 3/96
180-3.14	31 Jul 96	153.89	INTEREST EARNED 2nd QTR 1996
180-3.14	31 Oct 96	138.01	INTEREST EARNED THIRD QTR.
200.07-1.1	13 Feb 96	28.06	OVERPAYMENT OF PREMIUM-RUSHER

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Oct 96

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
EFT DEBIT	01633	INDIANA DEPARTMENT OF REVENUE	1617.39	25 OCT 96	STATE & COUNTY TAX WITHHELD VERIFICATION #33; REFERENCE 10/28/96 @ 2:45pm CST
005813	01467	MARLENE BEEDLE	402.82	10 OCT 96	PAYROLL
005814	01475	YVONNE J. BEEVER	748.90	10 OCT 96	PAYROLL
005815	01478	BELSTRA, COURTNEY B.	87.95	10 OCT 96	PAYROLL
005816	01459	GLENDA BROWN	556.65	10 OCT 96	PAYROLL
005817	01463	RENEE CARR	433.66	10 OCT 96	PAYROLL
005818	01482	VALERIE A. COLVIN	87.06	10 OCT 96	PAYROLL
005819	01462	LYNN DAUGHERTY	883.56	10 OCT 96	PAYROLL
005820	01485	LYNDA E. DAY	368.71	10 OCT 96	PAYROLL
005821	01466	JULIE EISELE	455.30	10 OCT 96	PAYROLL
005822	01453	CHARLOTTE FAGEN	654.09	10 OCT 96	PAYROLL
005823	01481	STEPHANIE D. FILSON	371.16	10 OCT 96	PAYROLL
005824	01479	HEEKE, MICHELLE M.	799.99	10 OCT 96	PAYROLL
005825	01486	SANDRA L. HESTERMAN	117.74	10 OCT 96	PAYROLL
005826	01465	ROSE E. HOWARD	458.95	10 OCT 96	PAYROLL
005827	01468	GAIL M. JUNG	637.63	10 OCT 96	PAYROLL
005828	01474	ANGELA M. KARCH	111.18	10 OCT 96	PAYROLL
005829	01460	DIANA KOBY	116.97	10 OCT 96	PAYROLL
005830	01456	JOAN KOPANDA	429.07	10 OCT 96	PAYROLL
005831	01457	KROS, DIANE	564.88	10 OCT 96	PAYROLL
005832	01470	SHARON K. LEWIS	96.40	10 OCT 96	PAYROLL
005833	01488	KRISTINE L. MAYS	47.49	10 OCT 96	PAYROLL
005834	01489	MOONEY, LOREILENE M.	87.27	10 OCT 96	PAYROLL
005835	01480	DIANE M. OPOLSKI	265.24	10 OCT 96	PAYROLL
005836	01458	BOHNNIE POWELL	403.47	10 OCT 96	PAYROLL
005837	01476	ANNETTE M. PRATT	106.56	10 OCT 96	PAYROLL
005838	01483	JACKIE REAGAN	490.00	10 OCT 96	PAYROLL
005839	01477	LISA RUSHER	447.23	10 OCT 96	PAYROLL
005840	01454	SHARON SCHULENBERG	520.93	10 OCT 96	PAYROLL
005841	01461	EILEEN SPURGEON	60.85	10 OCT 96	PAYROLL
005842	01472	JACK STANDISH	310.69	10 OCT 96	PAYROLL
005843	01455	JILL TACHIRIS	556.37	10 OCT 96	PAYROLL
005844	01487	VIRGINIA VIS	119.77	10 OCT 96	PAYROLL
005845	01484	SUSAN M. WAKELAND	83.11	10 OCT 96	PAYROLL
005846	01469	WEBSTER, RACHAEL D.	236.04	10 OCT 96	PAYROLL
005847	01464	WHITED, ANBER	350.78	10 OCT 96	PAYROLL
005848	01473	MARGARET M. WOODS	514.80	10 OCT 96	PAYROLL
005849	01471	LEANNE YORK	825.49	10 OCT 96	PAYROLL
005850	01497	DIANA KOBY	282.83	10 OCT 96	PAYROLL
005852	01601	MARLENE BEEDLE	362.53	25 OCT 96	PAYROLL
005853	01609	YVONNE J. BEEVER	748.90	25 OCT 96	PAYROLL
005854	01612	BELSTRA, COURTNEY B.	103.89	25 OCT 96	PAYROLL
005855	01593	GLENDA BROWN	556.65	25 OCT 96	PAYROLL
005856	01597	RENEE CARR	433.66	25 OCT 96	PAYROLL
005857	01616	VALERIE A. COLVIN	120.10	25 OCT 96	PAYROLL
005858	01596	LYNN DAUGHERTY	883.56	25 OCT 96	PAYROLL

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Oct 96

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005859	01619	LYNDA E. DAY	398.92	25 OCT 96	PAYROLL
005860	01600	JULIE EISELE	456.30	25 OCT 96	PAYROLL
005861	01587	CHARLOTTE FAGEN	654.09	25 OCT 96	PAYROLL
005862	01615	STEPHANIE D. FILSON	371.16	25 OCT 96	PAYROLL
005863	01613	HEEKE, MICHELLE M.	799.99	25 OCT 96	PAYROLL
005864	01620	SANDRA L. HESTERMAN	161.61	25 OCT 96	PAYROLL
005865	01599	ROSE E. HOWARD	482.93	25 OCT 96	PAYROLL
005866	01602	GAIL M. JUNG	637.63	25 OCT 96	PAYROLL
005867	01608	ANGELA M. KARCH	79.15	25 OCT 96	PAYROLL
005868	01594	DIANA KOOY	399.80	25 OCT 96	PAYROLL
005869	01590	JOAN KOPANDA	429.07	25 OCT 96	PAYROLL
005870	01591	KROS, DIANE	540.33	25 OCT 96	PAYROLL
005871	01604	SHARON K. LEWIS	91.05	25 OCT 96	PAYROLL
005872	01622	KRISTINE L. MAYS	64.75	25 OCT 96	PAYROLL
005873	01623	MOONEY, LOREILENE M.	92.12	25 OCT 96	PAYROLL
005874	01614	DIANE M. OPOLSKI	332.39	25 OCT 96	PAYROLL
005875	01592	BONNIE POWELL	403.47	25 OCT 96	PAYROLL
005876	01610	ANNETTE M. PRATT	76.65	25 OCT 96	PAYROLL
005877	01617	JACKIE REAGAN	485.09	25 OCT 96	PAYROLL
005878	01611	LISA RUSHER	446.91	25 OCT 96	PAYROLL
005879	01588	SHARON SCHULENBERG	520.93	25 OCT 96	PAYROLL
005880	01595	EILEEN SPURGEON	76.08	25 OCT 96	PAYROLL
005881	01606	JACK STANDISH	341.04	25 OCT 96	PAYROLL
005882	01589	JILL TACHTIRIS	556.37	25 OCT 96	PAYROLL
005883	01621	VIRGINIA VIS	239.13	25 OCT 96	PAYROLL
005884	01618	SUSAN M. WAKELAND	75.19	25 OCT 96	PAYROLL
005885	01603	WEBSTER, RACHAEL D.	274.48	25 OCT 96	PAYROLL
005886	01598	WHITED, AMBER	286.57	25 OCT 96	PAYROLL
005887	01607	MARGARET M. WOODS	514.80	25 OCT 96	PAYROLL
005888	01605	LEANNE YORK	825.49	25 OCT 96	PAYROLL
015261	01498	BANK ONE	-4592.18	10 OCT 96	VOID CHECK & VOUCHER #01490
015261	01490	BANK ONE	4592.18	10 OCT 96	FICA & FED TAXES WITHHELD 10
015262	01491	INDIANA DEFERRED COMPENSATIO	527.10	10 OCT 96	WITHHELD FROM 10 OCT 96 PAYR DAUGHERTY,KOORY,KOPANDA,SCHUL
015263	01492	LDOS WORLDCOM	895.48	10 OCT 96	LONG DISTANCE CARRIER/DATA L
015264	01493	NIPSCO	3205.00	10 OCT 96	DEMOTTE UTILITIES-8/19-9/17/
015265	01494	NORTHWESTERN INDIANA TELEPHO	147.83	10 OCT 96	TELEPHONE-DEMOTTE-OCTOBER 19
015266	01495	TOWN OF DEMOTTE	40.72	10 OCT 96	AUGUST SEWER SERVICE-DEMOTTE
015267	01496	TOWN OF WHEATFIELD SEWER WOR	41.05	10 OCT 96	OCTOBER SEWER SERVICE-WHEATF
015268	01499	BANK ONE	4693.71	10 OCT 96	FICA & FED TAXES WITHHELD 10
015269	01500	ACE HARDWARE	28.83	14 OCT 96	FL.ADHESIVE,WRENCH,PLIERS,TH
015270	01501	ACORDIA PERSONAL BENEFITS, I	577.99	14 OCT 96	QTLY PREMIUMS-RUSHER, REAGAN
015271	01502	AFFORDABLE COMMUNICATIONS	54.00	14 OCT 96	PHONE HANDSET-RENS.
015272	01503	AMBER WHITED	4.80	14 OCT 96	MILEAGE
015273	01504	AMERICAN BUSINESS INFORMATIO	1995.00	14 OCT 96	AMERICAN BUSINESS DISCS, 199
015274	01505	AMER. LIBRARY ASSOCIATION	50.00	14 OCT 96	BOOKLIST SUBSC.-RENS.-9/96-9
015275	01506	AVC CORPORATION	94.00	14 OCT 96	FIN. COMPUTER SERV. AGREEMEN
015276	01507	BAKER & TAYLOR	12792.62	14 OCT 96	BOOKS, GIFT BOOKS, VIDEO

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

31 Oct 96

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015277	01508	BAKER & TAYLOR BOOKS	524.05	14 OCT 96	CONTINUATIONS-BOOKS
015278	01509	BAKER & TAYLOR ENTERTAINMENT	36.00	14 OCT 96	VIDEOS
015279	01510	BEN FRANKLIN	19.88	14 OCT 96	CRAFT ITEMS-RENS & WHEATF.CH
015280	01511	BETTER CONTAINERS MFG. CO. I	316.88	14 OCT 96	BOOK BAGS
015281	01512	BETTY A. HUFF (PAS-TIME BOO	517.81	14 OCT 96	BOOKS
015282	01513	BLACK MAGAZINE AGENCY	100.95	14 OCT 96	BESTS'AGENTS GUIDE-RENS.
015283	01514	CHARLOTTE FAGEN	96.30	14 OCT 96	MILEAGE
015284	01515	CHICAGO TRIBUNE	22.56	14 OCT 96	SUBSC.PRICE INCREASE TO 3/30
015285	01516	COBBLESTONE PUBLISHING, INC.	13.95	14 OCT 96	1995 INDEX
015286	01517	CROWN COMPUTER	292.50	14 OCT 96	INSTALL SEARCH ENGINE;RESTOR
015287	01518	CUSTOM LAWN CARE	95.00	14 OCT 96	LAWN MOWING-RENS.-SEPT.
015288	01519	DEMOTTE OFFICE SUPPLY	14.80	14 OCT 96	COLOR CODING LABELS
015289	01520	DIANE KROS	12.00	14 OCT 96	MILEAGE
015290	01521	DUMAS & MORIARTY	495.00	14 OCT 96	LEGAL SERVICES-JULY & AUGUST
015291	01522	FASE'S WATER TREATMENT & FLO	74.50	14 OCT 96	REDOUT FOR SOFTNER;VACUUM RE
015292	01523	FILMIC ARCHIVES	44.85	14 OCT 96	HOLIDAY BANNERS-RENS. CHILD.
015293	01524	G.NEIL COMPANIES	35.48	14 OCT 96	FEDERAL LABOR LAW POSTERS
015294	01525	GA FOODS GROUP	15.17	14 OCT 96	HOSPITALITY-SATELLITE PROGRA
015295	01526	GAIL JUNG	78.40	14 OCT 96	MILEAGE, BOOKS,WINTER READIN
015296	01527	GUY FRIDAY/BARRY RUSH	134.00	14 OCT 96	LANDSCAPING, MOUNTED PARKING
015297	01528	HAMMOND PUBLIC LIBRARY	10.00	14 OCT 96	POSTAGE-MAILINGS/NILART
015298	01529	HAMSTRA BUILDERS, INC.	69.00	14 OCT 96	INSTALL INSULATION/WATER LIN
015299	01530	HERITAGE OFFICE PRODUCTS, IN	2174.50	14 OCT 96	CALENDAR,MITA 3055 SERV.CONT
015300	01531	HP PRODUCTS CORP.	394.55	14 OCT 96	KLEENEX,TP,PAPER TOWELS,M-FO
015301	01532	INCOLSA	100.00	14 OCT 96	INTERNET SERV IN LIBRARIES-J ADV.INTRO/MICROCOMPUTERS-S.F M.HEEKE;INTRO/JAVA-Y.BEEVER
015302	01533	INDIANA CHAMBER OF COMMERCE	225.00	14 OCT 96	ENVIRONMENTAL REGULATIONS UP
015303	01534	INDIANA DEPT.OF WORKFORCE DE	303.42	14 OCT 96	3rd QTR UNEMPLOYMENT COMPENS
015304	01535	INDIANA JIM'S LOCKERY	50.00	14 OCT 96	DOOR REPAIRS-RENS.
015305	01536	INDIANA LIBRARY FEDERATION	25.00	14 OCT 96	DEWEY 21/WINDOWS WORKSHOP-Y.
015306	01537	INDIANA STATE LIBRARY	60.00	14 OCT 96	3rd QTR. PLAC CARD PURCHASES
015307	01538	IMCPL	29.84	14 OCT 96	"TODDLER" LABELS
015308	01539	INFORMATION/REFERENCE GROUP	130.58	14 OCT 96	CONTEMPORARY AUTHORS VOL. 15
015309	01540	JACKIE REAGAN	43.20	14 OCT 96	MILEAGE
015310	01541	JOURNAL AND COURIER	119.00	14 OCT 96	USA TODAY NEWSPAPER SUBSC.TO
015311	01542	JULIE EISELE	6.60	14 OCT 96	MILEAGE
015312	01543	KIDS INTERNATIONAL, INC.	86.75	14 OCT 96	VIDEOS & AUDIOCASSETTES
015313	01544	LISA RUSHER	13.20	14 OCT 96	MILEAGE
015314	01545	LYN DAY	13.20	14 OCT 96	MILEAGE
015315	01546	LYNN DAUGHERTY	57.73	14 OCT 96	PHONE; USA TODAY MAG. 2 YR.S
015316	01547	MARTZ PLUMBING & HEATING	142.12	14 OCT 96	TWO WATER COOLER REPAIRS-REN
015317	01548	MICHELLE HEEKE	137.64	14 OCT 96	MILEAGE, HOTEL RESERV.-UoFW
015318	01549	MICROSOFT CORPORATION	114.75	14 OCT 96	WINDOWS'95 UPGRADE-RENS.
015319	01550	MIDWEST MICRO PERIPHERALS	712.77	14 OCT 96	TRAVAN BACKUP TAPES/CARRYING
015320	01551	MITCHELL	706.35	14 OCT 96	CAR/TRUCK REPAIR MANUALS
015321	01552	NATIONAL GEOGRAPHIC SOCIETY	13.90	14 OCT 96	BOOK
015322	01553	NETNITCO	67.50	14 OCT 96	INTERNET SERVICE-OCT 1996

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 31 Oct 96

PAGE 4

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015323	01554	OCLC/FOREST PRESS	600.00	14 OCT 96	DEWEY COMBO PKG-DISC & PRINT
015324	01555	ON CUE #6106	142.42	14 OCT 96	VIDEOS
015325	01556	PATRICK OATIS	330.00	14 OCT 96	SIGN LANGUAGE PROGRAM SPEAKE
015326	01557	PEGGY WOODS	59.67	14 OCT 96	MILEAGE & WORKSHOP
015327	01558	PLANNER PADS, INC.	52.40	14 OCT 96	1997 CALENDARS
015328	01559	POSTMASTER GENERAL	746.00	14 OCT 96	STAMPS:100-\$1; 200-50 CENT; 32 CENT; 200-10 CENT; 200-4 100-3 CENT; 100-2 CENT; 100-
015329	01560	PUBLIC EMPLOYEES' RETIREMENT	8186.70	14 OCT 96	3rd QTR. PERF PAYMENT
015330	01561	RANDY KOOS	80.00	14 OCT 96	COMPUTER REPAIR:ELECTRIC EYE
015331	01562	REED REFERENCE PUBLISHING	518.42	14 OCT 96	BOOKS IN PRINT, 1996-97
015332	01563	REGENT BOOK CO., INC.	152.53	14 OCT 96	BOOKS
015333	01564	RELIABLE CORPORATION-	105.67	14 OCT 96	CALENDARS,INDEX CARDS,MULTI-
015334	01565	RENEE CARR	18.00	14 OCT 96	MILEAGE
015335	01566	RENSSELAER REPUBLICAN	9.06	14 OCT 96	CLASSIFIED AD-DEMOTTE PAGE
015336	01567	SECURITY COURIERS CORP.	680.04	14 OCT 96	COURIER SERVICE-9/6-9/27/96
015337	01568	SENTIMENTAL PRODUCTIONS	33.45	14 OCT 96	VIDEOTAPE
015338	01569	T.J. PUBLISHERS, INC.	25.56	14 OCT 96	SIGN LANGUAGE BOOK
015339	01570	TEETERS CULLIGAN	9.95	14 OCT 96	COOLER RENTAL-WH.
015340	01586	THINK TANK INFORMATION SYSTE	3907.50	18 OCT 96	ANTENNA SURVEY;COMPUTER SET- INSTALL;TECH.GRANT COMPUTER
015340	01585	THINK TANK INFORMATION SYSTE	-3907.50	18 OCT 96	COR.ENTRY-WRONG FUND-VOID A/
015340	01584	THINK TANK INFORMATION SYSTE	3907.50	15 OCT 96	ANTENNA SURVEY;COMPUTER SET- INSTALL;TECH.GRANT COMPUTER
015340	01583	THINK TANK INFORMATION SYSTE	-3907.50	15 OCT 96	COR.ENTRY-WRONG FUND-VOID A/
015340	01571	THINK TANK INFORMATION SYSTE	3907.50	14 OCT 96	ANTENNA SITE SURVEY;COMPUTER INSTALL;TECH.GRANT COMPUTER
015341	01572	TYSEN'S COUNTRY GROCERY, INC	56.32	14 OCT 96	JANITORIAL SUPPLIES-DEM.
015342	01573	ULINE	56.46	14 OCT 96	PLASTIC BAGS LINERS
015343	01574	UNITED TELEPHONE COMPANY	674.71	14 OCT 96	TELEPHONE/DATA LINE-OCTOBER
015344	01575	UPSTART	87.41	14 OCT 96	POSTERS,BOOKMARKS
015345	01576	UW-MADISON	127.00	14 OCT 96	OUTS/INS-MANAGERS/SUPERVISOR
015346	01577	VALUE LINE PUBLISHING, INC.	611.00	14 OCT 96	INVESTMENT SURVEY SUBSC.-TO EXPANDED ED.-6/30/97-DEMOTTE
015347	01578	VIKING OFFICE PRODUCTS	27.41	14 OCT 96	CALENDARS
015348	01579	WAL-MART STORES, INC.	69.73	14 OCT 96	VIDEOS, POSTERS, NAME BADGES
015349	01580	WALSTRA FINE CUT	231.00	14 OCT 96	LAWN MOWING-AUGUST & SEPT. 1
015350	01581	YVONNE BEEVER	24.09	14 OCT 96	MILEAGE, TRIP TO GAYLORD INF
015351	01582	JASPER COUNTY PUBLIC LIBRARY	625000.00	15 OCT 96	PURCHASE 60-DAY CD
015352	01624	BANK ONE	4741.28	25 OCT 96	FED & FICA TAX WITHHELD 25 0
015353	01625	INDIANA DEFERRED COMPENSATIO	527.10	25 OCT 96	WITHHELD FROM 25 OCT 96 PAYR DAUGHERTY,KOOS,KOPANDA,SCHUL
015354	01627	CITY OF RENSSELAER	1911.76	25 OCT 96	RENSSELAER UTILITIES SEPT '9
015355	01628	LAKE COUNTY PUBLIC LIBRARY	175.00	25 OCT 96	EFFECTIVE BOARD WORKSHOP-5 P
015356	01629	NIPSCO	3443.45	25 OCT 96	DEM & WHEAT UTILITIES SEPT '
015357	01630	UNITED TELEPHONE COMPANY	158.60	25 OCT 96	WHEATFIELD TELEPHONE SEPT '9
015358	01631	HOST FUND-WHITING PUBLIC LIB	51.00	25 OCT 96	NILBA DINNER-EGAN, JUNG
015359	01632	INDIANA LIBRARY FEDERATION	30.00	25 OCT 96	REFERENCE DIV. WORKSHOP-TACH

--TOTAL AMOUNT OF CLAIMS-- 717587.79

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 5 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 717587.79. Dated 11 NOV 96.

_____	_____
_____	_____
_____	_____
_____	_____

Receipt Breakdown
OCTOBER 31, 1996

F3

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$2,008.01	\$20,658.33
DeMotte	\$736.59	\$7,916.00		
Rensselaer	\$866.90	\$9,053.97		
Wheatfield	\$404.52	\$3,688.36		
PHOTOCOPIES.....			\$555.91	\$6,085.29
DeMotte	\$241.30	\$2,279.59		
Rensselaer	\$205.21	\$2,888.15		
Wheatfield	\$109.40	\$917.55		
CARDS.....			\$60.00	\$853.00
DeMotte	\$14.00	\$297.50		
Rensselaer	\$32.00	\$475.00		
Wheatfield	\$14.00	\$80.50		
INTEREST.....			\$327.68	\$12,280.63
TAXES.....			\$345,580.41	\$646,337.72
Property Tax	\$329,588.09	\$421,608.87		
Financial Institution Tax	\$0.00	\$804.86		
License Excise Tax	\$15,992.32	\$44,889.97		
Local Option/Certified Shares	\$0.00	\$158,961.00		
Local Option/Property Tax Repl.	\$0.00	\$17,914.00		
State Distribution	\$0.00	\$2,159.02		
REFUNDS.....			\$31.57	\$3,863.20
B&T - Book Lease Postage	\$13.59	\$146.69		
Insurance Claims/Refunds	\$0.00	\$2,649.28		
Satellite Grant Reimbursement	\$0.00	\$207.01		
Salem Press-Book Overpayment	\$0.00	\$450.00		
Video/Magazine Rebates/Reimburs	\$0.00	\$223.92		
Bureau of Educ.Research/Mtg Ref.	\$0.00	\$149.00		
Incolsa/Prog.Refreshment Reimbui	\$0.00	\$8.97		
A.T.& T. credit refund	\$0.00	\$0.35		
Bic Pen Refund	\$0.00	\$5.00		
Misc. - Other	\$17.98	\$17.98		
Bank Debit	\$0.00	\$5.00		
TOTAL OPERATING FUND RECEIPTS.....			\$348,563.58	\$690,078.17
PLAC FUND.....			\$20.00	\$280.00
GIFT FUNDS.....			\$316.00	\$1,533.20
DeMotte	\$10.00	\$420.00		
Rensselaer	\$196.00	\$604.25		
Wheatfield	\$110.00	\$508.95		
BOND & INTEREST REDEMPTION FUND.....			\$224,871.90	\$304,001.75
Property Tax	\$214,456.93	\$274,245.99		
Financial Institution Tax	\$0.00	\$574.64		
License Excise Tax	\$10,414.97	\$29,181.12		
HOST/HOSPITALITY FUND.....			\$25.50	\$700.50
LIBRARY IMPROVEMENT FUND.....			\$116.98	\$874.18
ORAL HISTORY GRANT FUND.....			\$0.00	\$1,700.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$230.00	\$1,713.00
INDIANA TECHNOLOGY GRANT FUND.....			\$3,480.00	\$3,480.00
CONSTRUCTION FUND.....			\$138.01	\$602.51
Interest Earned	\$138.01	\$602.51		
Bldg.Contract- Reimbursement	\$0.00	\$0.00		
WITHHOLDING ACCOUNT FUNDS.....			\$0.00	\$53.07
TOTAL RECEIPTS - ALL FUNDS.....			\$577,761.97	\$1,005,016.38

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 05 Nov 96

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005889	01716	MARLENE BEEDLE	443.12	08 NOV 96	PAYROLL
005890	01724	YVONNE J. BEEVER	748.90	08 NOV 96	PAYROLL
005891	01727	BELSTRA, COURTNEY B.	111.18	08 NOV 96	PAYROLL
005892	01708	GLENDA BROWN	597.73	08 NOV 96	PAYROLL
005893	01712	RENEE CARR	433.66	08 NOV 96	PAYROLL
005894	01731	VALERIE A. COLVIN	91.90	08 NOV 96	PAYROLL
005895	01711	LYNN DAUGHERTY	883.56	08 NOV 96	PAYROLL
005896	01734	LYNDA E. DAY	472.30	08 NOV 96	PAYROLL
005897	01715	JULIE EISELE	497.09	08 NOV 96	PAYROLL
005898	01702	CHARLOTTE FAGEN	654.09	08 NOV 96	PAYROLL
005899	01730	STEPHANIE D. FILSON	437.04	08 NOV 96	PAYROLL
005900	01728	HEEKE, MICHELLE M.	860.41	08 NOV 96	PAYROLL
005901	01735	SANDRA L. HESTERMAN	187.00	08 NOV 96	PAYROLL
005902	01714	ROSE E. HOWARD	482.93	08 NOV 96	PAYROLL
005903	01717	GAIL M. JUNG	637.99	08 NOV 96	PAYROLL
005904	01723	ANGELA M. KARCH	96.59	08 NOV 96	PAYROLL
005905	01709	DIANA KOOT	399.80	08 NOV 96	PAYROLL
005906	01705	JOAN KOPANDA	383.13	08 NOV 96	PAYROLL
005907	01706	KROS, DIANE	564.88	08 NOV 96	PAYROLL
005908	01719	SHARON K. LEWIS	112.48	08 NOV 96	PAYROLL
005909	01737	MOONEY, LOREILENE M.	87.73	08 NOV 96	PAYROLL
005910	01729	DIANE M. OPOLSKI	298.80	08 NOV 96	PAYROLL
005911	01707	BONNIE POWELL	436.33	08 NOV 96	PAYROLL
005912	01725	ANNETTE M. PRATT	91.60	08 NOV 96	PAYROLL
005913	01732	JACKIE REAGAN	490.33	08 NOV 96	PAYROLL
005914	01726	LISA RUSHER	482.76	08 NOV 96	PAYROLL
005915	01703	SHARON SCHULENBERG	570.02	08 NOV 96	PAYROLL
005916	01710	EILEEN SPURGEON	45.65	08 NOV 96	PAYROLL
005917	01721	JACK STANDISH	335.95	08 NOV 96	PAYROLL
005918	01704	JILL TACHTIRIS	605.11	08 NOV 96	PAYROLL
005919	01736	VIRGINIA VIS	284.82	08 NOV 96	PAYROLL
005920	01733	SUSAN M. WAKELAND	87.73	08 NOV 96	PAYROLL
005921	01718	WEBSTER, RACHAEL D.	269.69	08 NOV 96	PAYROLL
005922	01713	WHITED, AMBER	324.62	08 NOV 96	PAYROLL
005923	01722	MARGARET M. WOODS	557.95	08 NOV 96	PAYROLL
005924	01720	LEANNE YORK	825.49	08 NOV 96	PAYROLL
015360	01634	ACORDIA PERSONAL BENEFITS, I	669.79	11 NOV 96	QTLY PREMIUM-JUNG, EISELE
015361	01635	AMBER WHITED	6.60	11 NOV 96	MILEAGE
015362	01636	ASI SIGN SYSTEMS	101.52	11 NOV 96	SIGNAGE- 'SHIRT & SHOES REQU
015363	01637	AUDIO EDITIONS	84.38	11 NOV 96	AUDIO CASSETTES
015364	01638	AVC CORPORATION	94.00	11 NOV 96	NOV. SERV.CONTRACT-FINANCIAL
015365	01639	BAKER & TAYLOR	3141.83	11 NOV 96	BOOKS
015366	01640	BAKER & TAYLOR BOOKS	1186.54	11 NOV 96	CONTINUATIONS-BOOKS
015367	01641	BAKER & TAYLOR ENTERTAINMENT	143.61	11 NOV 96	VIDEOS
015368	01642	BANK ONE, INDIANAPOLIS, NA	550.00	11 NOV 96	REGISTRAR FEE-1996
015369	01643	BEN FRANKLIN	18.92	11 NOV 96	CHILDREN DEPT. CRAFT SUPPLIE
015370	01644	BETTER CONTAINERS MFG. CO. I	37.75	11 NOV 96	BOOK BAGS
015371	01645	BETTY A. HUFF (PAS-TIME BOO	1033.91	11 NOV 96	BOOKS

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 05 Nov 96

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015372	01646	BOILER & PRESSURE VESSEL DIV	24.00	11 NOV 96	1996 BOILER INSPECTION-DEM.
015373	01647	CAMPBELL PRINTING COMPANY	77.58	11 NOV 96	BUSINESS CARDS PRINTING
015374	01648	CAREER TRACK INC.	65.85	11 NOV 96	AUDIO CASSETTES-2 ADULT
015375	01649	CENTRAL STATES SALES CORPORA	115.80	11 NOV 96	REPLACEMENT BULBS
015376	01650	CLARIDGE PRODUCTS & EQUIPHEN	286.94	11 NOV 96	3 CORKBOARD-WHEATFIELD
015377	01651	CONSUMER ELECTRONICS SPECIAL	60.00	11 NOV 96	REPROGRAM SATELLITE RECIEVER
015378	01652	DAVIDSON TITLES INC.	3205.18	11 NOV 96	BOOKS
015379	01653	DEMCO	377.42	11 NOV 96	BAGS,TAPE,CLEANER,JACKETS,TR
015380	01654	DIANA KOOY	338.78	11 NOV 96	MILEAGE,PHONE & JACK,OFFICE
015381	01655	DIANE OPOLSKI	23.70	11 NOV 96	MILEAGE
015382	01656	DUMAS & MORIARTY	202.50	11 NOV 96	LEGAL CONSULTATIONS
015383	01657	FASE-KALUF TV & APPLIANCE	10.99	11 NOV 96	COMPUTER CABLE
015384	01658	GA FOODS GROUP	14.78	11 NOV 96	RENS. CHILDRENS PROGRAMS-SNA
015385	01659	GAIL JUNG	78.90	11 NOV 96	MILEAGE
015386	01660	GAYLORD BROS.	247.11	11 NOV 96	COVER,BK.JACK,ROLL,CR.SLIT,H
015387	01661	GROLIER EDUCATIONAL CORPORAT	253.34	11 NOV 96	ENCYCLOPEDIAS-D
015388	01662	HERITAGE OFFICE PRODUCTS, IN	765.75	11 NOV 96	ENGRAVING,DESKS-W.,COPIER DR
015389	01663	HIGHSMITH CO. INC.	1043.18	11 NOV 96	NCR FORMS,OAK PAPERBACK BOOK
015390	01664	H. W. WILSON COMPANY	387.00	11 NOV 96	CH.CATALOG,READERS GDE,VERT.
015391	01665	INFORMATION/REFERENCE GROUP	1558.92	11 NOV 96	STANDING ORDERS-BOOKS
015392	01666	JACKIE REAGAN	13.20	11 NOV 96	MILEAGE
015393	01667	JOURNAL AND COURIER	33.00	11 NOV 96	NEWSPR.SBSCPT. 11/7/96-1/29/
015394	01668	JULIE EISELE	36.60	11 NOV 96	MILEAGE
015395	01669	LDOS WORLDCOM	824.09	11 NOV 96	LONG DISTANCE CARRIER-DATA L
015396	01670	LEGAL DIRECTORIES PUBLISHING	56.00	11 NOV 96	1996 LEGAL DIRECTORY-REN
015397	01671	LEISURE ARTS	23.90	11 NOV 96	SPIRIT OF X-MAS COOKBOOK-D
015398	01672	LYNN DAUGHERTY	237.18	11 NOV 96	MILEAGE,LODGING/INTEL.FREDO
015399	01673	MICHELLE HEEKE	179.80	11 NOV 96	MILEAGE
015400	01674	MICROMARKETING ASSOCIATES	154.90	11 NOV 96	AV
015401	01675	MIDWEST MICRO PERIPHERALS	1749.24	11 NOV 96	PC,CANON PRINTER AND CABLE
015402	01676	N.A.D.A. APPRAISAL GUIDES	55.00	11 NOV 96	OLD CAR APPR. GUIDE-D
015403	01677	NETNITCO	67.50	11 NOV 96	INTERNET SERVICE-NOV '96
015404	01678	NORTHWESTERN INDIANA TELEPHO	153.17	11 NOV 96	TELEPHONE SERVICE/DEM-OCT'96
015405	01679	ON CUE #6106	818.38	11 NOV 96	VIDEO'S AND C.D.'S
015406	01680	ORCHARD HILL PRODUCTIONS	63.80	11 NOV 96	VIDEO'S
015407	01681	PHILIP N. HOWARD	75.00	11 NOV 96	LAWN MAINTENANCE/WH-SEPT,OCT
015408	01682	POSTMASTER GENERAL	375.00	11 NOV 96	STAMPS:100-.50;1000-.32;25-
015409	01683	PRECISION CONTROL SYSTEMS, I	254.60	11 NOV 96	REPAIR 2 LEAKING VAV VALVES/
015410	01684	PUBLISHING SALES CONSULTANTS	922.03	11 NOV 96	ENCYCLOPEDIAS & DIRECTORIES
015411	01685	QUALITY BOOKS INC.	15.23	11 NOV 96	BOOKS
015412	01686	QUILL	82.72	11 NOV 96	RIBBON,DOTS,CRAYONS,CNST.PAP MARKERS,SHEARS
015413	01687	RANDY KOOY	140.00	11 NOV 96	COMPUTER PROGRAMMING/WH-OCT
015414	01688	REED REFERENCE PUBLISHING	558.97	11 NOV 96	STANDING ORDER/REN
015415	01689	REGENT BOOK CO., INC.	10.82	11 NOV 96	BOOK/H & G TRAD. HOME-NOV'96
015416	01690	RELIABLE CORPORATION	15.86	11 NOV 96	INDEX CARDS,DESK PAD
015417	01691	SECURITY COURIERS CORP.	679.44	11 NOV 96	COURIER SERVICE-10/4 TO 10/2
015418	01692	SILVER BURDETT PRESS	686.37	11 NOV 96	BOOKS

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 05 Nov 96

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015419	01693	SIMON & SCHUSTER SCHOOL GROU	225.00	11 NOV 96	CAREER INFO CENTR-WH
015420	01694	STEPHANIE FILSON	36.60	11 NOV 96	MILEAGE
015421	01695	TAXPAYERS RESEARCH ASSOCIATI	8.00	11 NOV 96	BOOK
015422	01696	TEETERS CULLIGAN	34.70	11 NOV 96	COOLER RENTAL/WH
015423	01697	THINK TANK INFORMATION SYSTE	27.50	11 NOV 96	2-MODULAR ADAPTERS
015424	01698	TYSEN'S COUNTRY GROCERY, INC	50.05	11 NOV 96	DROP INS,TOILET CLEANER,AERO
015425	01699	UNIVERSITY MICROFILMS INTERN	437.75	11 NOV 96	MICROFILM/RENS. REPUBLICAN-R
015426	01700	VISION PUBLISHING	26.95	11 NOV 96	BOOK-HOME SCHOOLING LAWS-W
015427	01701	WAL-MART STORES, INC.	42.28	11 NOV 96	VIDEO,FARM ALMNC-3,REN.CHLD.
015428	01738	BANK ONE	4991.10	08 NOV 96	FICA & FED TAXES WITHHELD 08
015429	01739	INDIANA DEFERRED COMPENSATIO	527.10	08 NOV 96	WITHHELD FROM 08 NOV 96 PAYR SCHULENBERG,KOPANO,DAUGHERT
015430	01740	TOWN OF DEMOTTE	40.72	08 NOV 96	SEWER SERVICE-SEPT-DEMOTTE
015431	01741	TOWN OF WHEATFIELD SEWER WOR	41.05	08 NOV 96	SEWER SERVICE-NOV-WHEATFIELD
--TOTAL AMOUNT OF CLAIMS--			45867.53		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 45867.53. Dated 11 NOV 96.

_____	_____
_____	_____
_____	_____
_____	_____

AGENDA

Jasper County Public Library Board of Trustees
Thursday, December 19, 1996, 7:15 PM
Rensselaer

Monthly Meeting

Purpose

Opening of meeting

- A. Moment of silence
- B. Approval of agenda format

Action

Approval of Consent Agenda Items

Action

- A. Minutes (R 1)
- B. Bills/Financial Reports (F)
- C. 1997 salary ordinance (R 7)
- D. Fund transfers (R 11)
- E. Transfer to LIRF (R 9)
- F. Encumbrances (R 11)

General Business

- A. Fine Free Week
- B. Repurchase Agreement report
- C. Technology Grant, Phase 3 (R 12)
- D. Election of officers (R 14)

Action

Discussion

Action

Action

Director's Report (R 13-R15)

Discussion

Items for future Agendas

Public Forum

Adjournment

MINUTES.....November 11, 1996
 Jasper County Public Library Board Of Trustees Monthly Meeting.....7:00 PM

Present: Robert Souza, Mary Linda Casey, Mary Duggleby, Barbara Leestma, Anne-Marie Egan, Pat O'Rourke, and Lynn Daugherty. Absent: Wilbur Doty.

BOARD OF FINANCE:

The Board of Finance selected Bank One, Rensselaer and DeMotte State bank for the library's two depositories as required by State Board of Accounts on a motion by A-M Egan, seconded by M. Duggleby. Motion passed unanimously.

It was the consensus of the board that the director continue to pursue repurchase agreements as an investment option. With no other business, the Board of Finance adjourned.

JCPL MONTHLY MEETING:

R. Souza called the meeting to order with a moment of silence.

1. AGENDA: On a motion by B. Leestma, seconded by A-M Egan, the revised agenda was approved unanimously.

2. CONSENT AGENDA: The consent agenda including the October Minutes, Bills/Financial Reports, Meeting Room Policy, Materials Selection Policy, Scout Troop Meetings, Ivan Director appointment, 1997 Board Meeting Dates, and 1997 Holiday Schedule, was approved on a motion by A-M Egan, seconded by M.L. Casey.

3. TECHNICAL SERVICES REPORT: Y. Beever took the board on a tour of the Technical Services Department. She explained how a book is processed from the time it is ordered until it is sent to each library. A book can be on the shelf as quickly as 4 days from ordering date depending on the supplier's available stock and an available cataloging record. Approximately 900 items are processed each month.

4. OBSOLETE FURNISHINGS: M.L. Casey moved that each library have a silent auction to dispose of obsolete equipment and include a mailing to area libraries advertising the sale. M. Duggleby seconded the motion. Motion passed 6-0.

5. BUILDING PROBLEM UPDATE: The circuit setters installed by Circle "R" Mechanical indicated that the water flow and temperatures are correct. Lake Air will re-read the hydronics to verify these findings. Siebe will not be able to address the bad actuators' issue until after November 19th due to personnel changes there. The DeMotte Library is again experiencing "wet spots" on their ceiling tiles. Unless these become an immediate threat, the board agreed to resolve our primary heating problems before confronting the responsible party(s) regarding this matter.

Even though the water in the heating system appears clean, we still need to add chemicals at the shot feeder for water to remain clear. The director will check with Fase Water Treatment & Floor Covering and others, if necessary, to contract for periodic servicing of this feeder.

6. DAN CAIN WORKSHOP: M. Duggleby felt we were instituting the majority of guidelines for boards as suggested by Dan Cain. She suggested the Evaluation Committee use the present evaluation document as their assessment tool. However, the Director would be given a *letter* which condensed the board assessment into eight basic areas of responsibility and would not see the complete evaluation document.

7. NILBA DINNER: After attending the NILBA Meeting on October 30 and hearing the keynote speaker, A-M Egan believes we are indeed headed in the right direction toward a technological library and will be ready for the library of the future and commended the library for its insight.

8. INTERNET POLICY: Presently on hold. No action at this time.

9. WIDE AREA NETWORK (WAN): No quotes have been received to date. We have set February 10, 1997 for internet connection provided through the second half of our grant. Hopefully, all grant projects will be in place by beginning of March.

10. NOMINATING COMMITTEE REPORT: The slate of officers to be voted on at the December meeting are: President - Mary Linda Casey; Vice President - Wilbur Doty; Treasurer - Robert Souza; and Secretary - Mary Duggleby.

11. DIRECTOR'S REPORT: Wheatfield board members have relinquished the use of the 2-drawer file cabinet, making it available for staff use.

We made our first Electronic Funds Transfer in October for State and County Withholding taxes.

Next year we may offer fewer programs to allow staff more time to concentrate on internet reference training and assisting the public in internet use. Staff is considering discussing an arrangement with the high school that would allow students to receive class credit for volunteer work at the libraries, assisting with internet training of library users.

As stated at a recent workshop attended by the director: Flexibility is the key to progress not stability. Learning is being on the edge of your comfort zone. She described her vision of a future JCPL, as a center or hub of activity within the community, offering not only "high tech" access to information but also offering "high touch" services, stressing the library's role in introducing children to reading, reader's advisory services, and a public forum for the exchange of ideas.

L. Daugherty and M. Hecke will speak with middle school teachers regarding our reserve policy and try to resolve past problem situations.

At the board's request the December Board Meeting has been changed to December 19, 1996 at 7:00 PM at the Rensselaer Headquarters Library. The Board will gather first at the City Office & Pub for their annual Christmas Party at 6:00 PM

The meeting adjourned at 8:27 PM on a motion by A-M Egan, seconded by M. Duggleby.


Attest: Barbara Leestma, Secretary


Robert Souza, President

CIRCULATION STATISTICS

	DEMOTTE					RENSSELAER					WHEATFIELD					SYSTEM		
	Added		Withdrew		CIRC- ULA- TION	Added		Withdrew		CIRC- ULA- TION	Added		Withdrew		CIRC- ULA- TION	TOTAL: CIRCULA- TION		
	V	T	V	T		V	T	V	T		V	T	V	T				
	O	I	O	I		O	I	O	I		O	I	O	I				
	L	T	L	T		L	T	L	T		L	T	L	T				
	U	L	U	L		U	L	U	L		U	L	U	L				
	M	E	M	E		M	E	M	E		M	E	M	E				
November 1996	E	S	E	S		E	S	E	S		E	S	E	S				
XX																		
ADULT BOOKS																		
Fiction	107	62	0	0	1797	95	76	0	0	2326	55	21	1	0	784	4907		
Nonfiction	198	162	0	0	1702	50	29	45	36	1479	63	39	33	1	664	3845		
CHILDREN'S BKS																		
Fiction	72	56	0	0	2208	76	56	10	9	2268	53	33	0	0	681	5157		
Nonfiction	60	41	0	0	737	24	19	8	4	742	19	13	0	0	283	1762		
MAGAZINES, ADT					954						586						186	1726
MAGAZINES, CH					50						39						7	96
GRAPHIC MAT'L						0	0	0	0	9	0	0	0	0	9			
MICROFORMS																	0	
SOUND RE/ADUL	0	0	0	0	315	3	3	1	0	409	0	0	0	0	308	1032		
SOUND REC., CH	0	0	0	0	36	0	0	0	0	99	0	0	0	0	24	159		
CD ROM SOFTWF	0	0	0	0		0	0	0	0		0	0	0	0		0		
SOFTWARE								0	0									0
VERTICAL FILE					48					45					3	96		
VHS	10	10	0	0	712	23	17	0	0	959	15	14	0	0	631	2302		
EQUIPMENT					0					4					1	5		
TOTAL	447	331	0	0	8559	271	200	64	49	8965	205	120	34	1	3572	21096		
XX																		
PERCENT INCREASE/DECREASE					5.3%					-5.9%					-1.8%			
END OF MONTH:					DEMOTTE					RENSSELAER					WHEATFIELD			
Total Materials Owned					36523					48905					25751			
Total Titles Owned					33887					45039					23602			
Daily Avg Circulation					342					359					143			
XX																		
MONTHLY SYSTEM STATISTICS					1995					1996					% change			
Circulation					21296					21096					-1%			
Jan. to date circulation					234429					245615					5%			

CIRCULATION BY ITEM FINE CODE
November 1996

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
000 (0)	64	32	29	125
100 (1)	55	61	28	144
200 (2)	58	67	30	155
300 (3)	226	276	131	633
400 (4)	21	7	10	38
500 (5)	58	37	20	115
600 (6)	601	407	226	1234
700 (7)	247	253	87	587
800 (8)	58	57	17	132
900 (9)	210	153	41	404
B (10)	64	95	31	190
j000 (11)	3	13	2	18
j100 (12)	3	8	5	16
j200 (13)	10	11	5	26
j300 (14)	88	90	43	221
j400 (15)	8	11	2	21
j500 (16)	160	177	75	412
j600 (17)	127	77	26	230
j700 (18)	156	144	43	343
j800 (19)	23	18	23	64
j900 (20)	99	135	40	274
jB (21)	60	58	19	137
FIC (22)	1133	1511	457	3101
yaFIC (23)	23	89	35	147
LARGE PRINT (24)	74	31	16	121
jFIC (25)	242	334	115	691
jE (26)	1357	1565	464	3386
jER (27)	399	198	57	654
Magazines (28)	954	586	186	1726
Games/Toys (29)	0	9	0	9
Filmstrips (30)	0	0	0	0
Microforms (31)	0	0	0	0
Cassettes (32)	155	212	82	449
jCassettes (33)	33	79	19	131
Compact Discs (34)	157	191	222	570
jCompact Discs (35)	2	1	4	7
Sound Recordings (36)	3	6	4	13
jSound Recordings (37)	1	19	1	21
Software (38)	0	0	0	0
Vertical File (39)	48	45	3	96
Equipment (40)	0	4	1	5
yapFIC (41)	188	146	53	387
jpFIC (42)	210	171	45	426
Reference (43)	40	34	14	88
Genealogy (44)	0	0	0	0
jMagazines (45)	50	39	7	96
VHS (46)	712	959	631	2302
Free reads	379	545	223	1147
Puzzles				0
Talking books		4		4
Assignment shelf books				0
TOTAL	8559	8965	3572	21096

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
November 1996

	DEMOTTER	RENSSELAER	WHEATFIELD	TOTAL	HOURS SPENT
REGISTRATIONS					
Borrowers--Beginning of month:	6623	6838	2772	16233	
Borrowers--End of month:	6674	6902	2790	16366	
Non-resident, paying	28	38	0	66	
PLAC card users	2	3	0	5	
Reciprocal borrowers	169	96	11	276	
XX					
INTRALIBRARY LOANS FILLED	131	126	214	471	102.1
LOCAL HISTORY					
In person	9	21		30	8.5
Letters written		4		4	4.0
IN-HOUSE USE - HARDWARE/SOFTWARE					
Computer agreements	7	99	18	124	10.3
Computer software used	7	110	23	140	11.7
VCR Use	0	10	4	14	1.9
Microforms	5	35		40	5.3
CD ROM software used	253	175	80	508	42.3
Public use of FAX service	8	17	9	34	5.7
Typewriter use	2	5	2	9	0.5
Other equipment used	0			0	0.0
OTHER LIBRARY SERVICES USED					
Walking book visits	1	3		4	2.7
Notarized documents	2	0		2	0.5
Meeting Room Use (number of groups)	53	35	22	110	36.7
Study room use	13	29	3	45	3.8
Ref book/vf copies made	46			46	3.8
XX					
INTERLIBRARY LOANS					
Requests made for:	40	36	14	90	22.5
Items rec'd for:	40	34	14	88	44.0
Items outstanding:				2	
Items from Indiana libraries	31	26	11	68	
Items requested by other libraries				0	
Items supplied to other libraries				0	0.0
Info requests answr'd for other libraries				0	
Info sent to other libraries				0	
TOTAL HOURS SPENT					306.1

CIRCULATION BY PATRON CODE
November 1996

	DEMOTTE		RENSSELAER		WHEATFIELD		ALL LIBRARIES	
PATRONS	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total	Items Borrowed	Percent of Total
Adult Male (0)	933	11.5%	1043	12.5%	492	14.8%	2468	12.5%
Adult Female (1)	4881	60.2%	4410	52.8%	1856	55.7%	11147	56.3%
Juvenile 0-11 (2)	1096	13.5%	1157	13.9%	486	14.6%	2739	13.8%
YA 12-17 (3)	470	5.8%	435	5.2%	214	6.4%	1119	5.7%
Nonresident No Fee (4)	103	1.3%	198	2.4%	1	0.0%	302	1.5%
Board/Staff (5)	291	3.6%	614	7.4%	260	7.8%	1165	5.9%
School (6)	0	0.0%	55	0.7%	0	0.0%	55	0.3%
St. Joseph College (7)	0	0.0%	85	1.0%	0	0.0%	85	0.4%
State Library Card (8)	0	0.0%	9	0.1%	0	0.0%	9	0.0%
Nonresident Fee (9)	40	0.5%	98	1.2%	8	0.2%	146	0.7%
Corporate (10)	0	0.0%	71	0.9%	15	0.4%	86	0.4%
Reciprocal (11)	299	3.7%	176	2.1%	2	0.1%	477	2.4%
Total	8113		8351		3334		19798	
Total items borrowed by nonresidents	442	5.4%	621	7.4%	11	0.3%	1074	5.4%

JASPER COUNTY PUBLIC LIBRARY PROGRAMS
November 1996

	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Children's Programs (0-13)	20	21		41
Number attending	444	245		689
YA Programs (14-17)				0
Number attending	20			20
Adult Programs	2	9	2	13
Number attending	53	105	15	173
Senior Citizen Programs	1	3		4
Number attending	20	49		69
 TOTAL NO. OF PROGRAMS	 23	 33	 2	 58
TOTAL PERSONS ATTENDING	537	399	15	951

Salary Ordinance 1997

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library
Beedle, Marlene	Lib. Asst. 1	\$8.25	\$13,728.00	32	D
Beever, Yvonne	Librarian 2	\$13.75	\$28,600.00	40	R
Belstra, Courtney	Page	\$5.50	\$2,860.00	10	D
Brown, Glenda	Specialist 1	\$9.46	\$19,676.80	40	R
Carr, Renee	Lib. Asst 2	\$9.09	\$15,125.76	32	D
Colvin, Valerie	Page	5.25/5.50	\$2,812.50	10	R
Daugherty, Lynn	Director	\$19.95	\$41,496.00	40	R
Day, Lynda	Lib. Asst 2	7.24/7.64	\$15,475.20	40	R
Eisele, Julie	Lib Asst 2	\$8.44	\$17,555.20	40	R
Fagen, Charlotte	Specialist 2	\$10.66	\$22,172.80	40	D
Filson, Stephanie	Lib Asst I	\$7.15	\$14,872.00	40	R
Heeke, Michelle	Librarian II	\$13.75	\$28,600.00	40	R
Hesterman, Sandra	Clerk	6.00/6.42	\$5,812.56	18	W
Howard, Rose	Janitor	\$9.22	\$15,342.08	32	D,W
Jung, Gail	Admin. Asst	\$10.86	\$22,588.80	40	R
Karch, Angela	Page	\$5.75	\$2,990.00	10	D
Kooy, Diana	Librarian I	\$11.80	\$19,635.20	32	W
Kopanda, Joan	Lib. Asst 2	\$9.21	\$15,325.44	32	D
Kros, Diane	Specialist 2	\$9.91	\$20,612.80	40	W
Lewis, Sharon	Clerk	\$7.34	\$3,816.80	10	R
Mays, Kristine	Page	5.00/5.25/5/50	\$2,795.00	10	R
Mooney, Lori	Page	5.00/5/25/5.50	\$2,795.00	10	W
Opolski, Diane	Library Asst 1	\$7.15	\$11,897.60	32	W
Powell, Bonnie	Lib. Asst 1	\$8.83	\$13,315.64	29	R
Pratt, Annette	Clerk	\$6.42	\$3,338.40	10	R
Reagan, Jackie	Specialist 2	8.75/9.13	\$18,671.20	40	R
Rusher, Lisa	Lib. Asst 1/Bkp	\$7.15	\$14,872.00	40	R
Schulenberg, Sharon	Spec. Serv Lib	\$11.03	\$20,074.60	35	R
Standish, Jack	Janitor/Maint	\$7.00	\$10,556.00	29	R
Tachtiris, Jill	Specialist 1	\$9.71	\$20,196.80	40	D
Vis, Virginia	Janitor/Page	6.22/6.34/6.66	\$7,354.31	22	D,W
Wakeland, Susan	Page	5.25/5.50	\$2,795.00	10	R
Webster, Rachael	Clerk	\$7.59	\$5,130.84	13	D
Whited, Amber	Lib. Asst 1	\$7.95	\$9,921.60	24	W
Woods, Peggy	Specialist 1	\$8.80	\$18,304.00	40	R
York, Leanne	Librarian 2	\$14.25	\$29,640.00	40	D
new	Clerk	5.75/6.00	\$8,248.50	27	R
	Clerk	5.75/6.00	\$5,804.50	19	D
			\$534,808.93		

William D. Doty

Patrick O'Rourke

Mary S. Duggleby

Genevieve Egan

1996 Budget Encumbrances

The following salary and FICA amounts will be encumbered from the 1996 budget to pay salaries earned December 16 to 31, 1996, payable on January 10, 1997, by resolution of the Library Board of Trustees, at their meeting, December 19, 1996.

1.12 Salary of assistants	\$24,357.78
---------------------------	-------------

1.13 Wages of Janitors	\$2,775.75
------------------------	------------

1.21 Employer's Share - FICA	\$2,078.74
------------------------------	------------

Total encumbered:	\$29,212.27
-------------------	-------------

MEMORANDUM

Transfer to Library Improvement Reserve Fund (LIRF)

Summary: We placed \$40,000 in our 1996 Operating Fund Budget to be transferred into LIRF for major repairs and purchases needed at some future time. The Board must vote to transfer this money to the LIRF.

Vote: To transfer \$40,000 from the Library Operating Fund to the Library Improvement Reserve Fund.



JASPER COUNTY PUBLIC LIBRARY

☐ Rensselaer Public Library, Headquarters
208 West Susan Street
Rensselaer, Indiana 47978-2447
219 • 866-5881
Fax 219 • 866-7378

☐ DeMotte Public Library
901 Birch Street SW
P.O. Box 16
DeMotte, Indiana 46310-0016
219 • 987-2221
Fax 219 • 987-2220

☐ Wheatfield Public Library
170 S. Grace Street
P.O. Box 247
Wheatfield, Indiana 46392-0247
219 • 956-3774
Fax 219 • 956-4808

December 19, 1996

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND

	Added Amount Appropriated		Amount Reduced
2.11 Official Records	\$ 55.55	2.12 Stationery & Printing	\$ 55.55
2.13 Other Office Supplies	\$1740.73	2.42 Automation Supplies	\$1750.26
2.33 Repair Parts	\$ 9.53		
3.13 Legal Services	\$ 256.15	3.14 Other Professional Serv.	\$1521.03
3.23 Traveling expense	\$ 411.15		
3.24 Professional meetings	\$ 222.83		
3.41 Official Bonds	\$ 150.00		
3.54 Waste Disposal Services	\$ 134.94		
3.91 Dues	\$ 113.10		
3.95 Service Contracts	\$ 232.86		
4.4 Equipment	\$1643.56	4.52 Periodicals & Newspaper	\$2040.92
4.51 Books	\$ 397.36		
TOTAL	\$5367.76		\$5367.76

William D. Doty

Patrick C. Hanks

May S. Duggleby

Genevieve Egan

JCPL FINANCIAL STATEMENT

NOVEMBER 1996

	<u>Beginning 1996 Balance</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Ending Balance</u>
Operating Fund	\$379,908.22	\$179,755.88	\$869,834.05	\$69,711.91	\$839,927.48	\$409,814.79
Investments \$300,000.00						
Public Library Access Card Fund	\$51.00	\$0.00	\$280.00	\$0.00	\$311.00	\$20.00
Gift Fund	\$3,077.85	\$411.94	\$1,945.14	\$1,301.59	\$3,032.30	\$1,990.69
DeMotte	\$1,488.44	\$25.00	\$445.00	\$0.00	\$1,052.86	\$880.58
Rensselaer	\$926.14	\$100.00	\$704.25	\$1,014.65	\$1,578.71	\$51.68
Wheatfield	\$663.27	\$286.94	\$795.89	\$286.94	\$400.73	\$1,058.43
Bond & Interest Redemption Fund	\$134,858.07	\$0.00	\$304,001.75	\$550.00	\$110,782.50	\$328,077.32
Investments \$325,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$700.50	\$0.00	\$700.50	\$0.00
Library Improvement Reserve Fund	\$28,728.73	\$120.73	\$994.91	\$0.00	\$0.00	\$29,723.64
Investments \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Oral History Grant Fund	\$0.00	\$0.00	\$1,700.00	\$0.00	\$133.20	\$1,566.80
Reciprocal Borrowing Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund**	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
**transferred to Oper. Fund Beginning Balance						
Satellite Fund	\$1,446.00	\$0.00	\$1,713.00	\$60.00	\$2,782.20	\$376.80
Indiana Technology Grant Fund	\$0.00	\$0.00	\$3,480.00	\$0.00	\$3,480.00	\$0.00
Construction Fund	\$9,991.26	\$0.00	\$602.51	\$0.00	\$1,330.00	\$9,263.77
Cash Change Fund	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00
Payroll Withholding Accts.						
Employee Health Insur.	\$191.15	\$0.00	\$53.07	\$331.97	(\$151.54)	\$395.76
Employee P.E.R.F.	\$2,718.28	\$0.00	\$0.00	(\$1,038.29)	\$695.69	\$2,022.59
TOTAL ALL FUNDS.....	\$561,170.56	\$180,288.55	\$1,185,304.93	\$70,917.18	\$963,023.33	\$783,452.16

----- BANK ACCOUNT BALANCES FOR -----
----- JASPER COUNTY PUBLIC LIBRARY -----
208 W. SUSAN STREET
RENSSELAER, IN 47978-2447
29 Nov 96

1.	BANK ONE CHECKING	108907.53
2.	BANK ONE-CONSTRUCTION FUND SAV	9263.77
3.	BANK ONE-LIRF	29723.64
4.	FIRST OF AMERICA BANK	5936.02
5.	DEMOTTE STATE BANK	2511.06
6.	INDIANA FEDERAL BANK FOR SAVIN	542.42
7.	NBD BANK, N.A.	507.27
8.	PINNACLE BANK	1060.45
9.	IND.FEDERAL CD#9100055654	.00
10.	IND.FEDERAL CD#9100055646	.00
11.	IND.FEDERAL CD#9100076090	.00
12.	PINNACLE BANK CD#37966	625000.00
13.		.00
14.		.00
15.	IND.FEDERAL CD#9100005606	.00
TOTAL ALL BANK ACCOUNTS		783452.16

APPROPRIATION REPORT
----- JASPER COUNTY PUBLIC LIBRARY -----

29 Nov 96

OPERATING FUND ACNT # DESCRIPTION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE	PERCENT SPENT
1.11 SALARY OF LIBRARIAN	39915.00	3326.26	36539.46	3375.54	91.5
1.12 SALARY OF ASSISTANTS	414221.00	34291.40	357946.13	56274.87	86.4
1.13 WAGES OF JANITORS	28785.00	2219.48	24222.09	4562.91	84.1
1.21 EMPLOYER'S SHARE-FICA	36943.00	3047.59	32031.40	4911.60	86.7
1.22 UNEMPLOYMENT COMPENSATION	2789.00	.00	2381.76	407.24	85.4
1.23 EMPLOYER'S CONTRIB.- PERF	22394.00	.00	21356.26	1037.74	95.4
1.24 EMPLOYER'S CONTRIB.- INS.	14608.00	434.79	4478.34	10129.66	30.7
1.31 OTHER PERSONAL SERVICES	1000.00	.00	911.40	88.60	91.1
2.11 OFFICIAL RECORDS	950.00	.00	756.68	193.32	79.7
2.12 STATIONERY AND PRINTING	650.00	77.58	526.08	123.92	80.9
2.13 OTHER OFFICE SUPPLIES	4223.68	80.01	4995.28	-771.60	118.3
2.21 CLEANING & SANITATION SUPPLIES	4500.00	50.05	2729.79	1770.21	60.7
2.22 FUEL, OIL & LUBRICANTS	20.00	.00	1.97	18.03	9.9
2.23 OTHER OPERATING SUPPLIES	3800.00	115.80	2622.85	1177.15	69.0
2.31 BUILDING MATERIALS & SUPPLIES	650.00	.00	492.52	157.48	75.8
2.32 PAINT AND PAINTING SUPPLIES	200.00	.00	.00	200.00	.0
2.33 REPAIR PARTS	300.00	.00	309.53	-9.53	103.2
2.41 LIBRARY SUPPLIES	4508.97	148.15	3032.63	1476.34	67.3
2.42 AUTOMATION SUPPLIES	4200.00	40.38	2396.89	1803.11	57.1
3.11 CONSULTING SERVICES	.00	.00	.00	.00	.0
3.12 ENGINEERING & ARCH. SERVICES	.00	.00	.00	.00	.0
3.13 LEGAL SERVICES	1250.00	202.50	1506.15	-256.15	120.5
3.14 OTHER PROFESSIONAL SERVICES	4400.00	140.00	2754.44	1645.56	62.6
3.21 TELEPHONE	29000.00	1872.42	20924.94	8075.06	72.2
3.22 POSTAGE	6678.40	375.00	5154.46	1523.94	77.2
3.23 TRAVELING EXPENSE	4049.20	568.00	4078.45	-29.25	100.7
3.24 PROFESSIONAL MEETINGS	6149.00	136.38	6353.93	-204.93	103.3
3.25 FREIGHT	50.00	.00	.00	50.00	.0
3.31 ADVERTISING & PUBLIC NOTICES	900.00	.00	705.43	194.57	78.4
3.32 OTHER PRINTING	400.00	54.00	54.00	346.00	13.5
3.41 OFFICIAL BONDS	250.00	.00	200.00	50.00	80.0
3.42 OTHER INSURANCE	16573.00	.00	13378.00	3195.00	80.7
3.51 GAS	25000.00	769.33	17665.09	7334.91	70.7
3.52 ELECTRICITY	58000.00	1745.86	44406.93	13593.07	76.6
3.53 WATER	1200.00	65.95	611.60	588.40	51.0
3.54 WASTE DISPOSAL SERVICES	2000.00	168.02	1970.22	29.78	98.5
3.61 BUILDING & STRUCTURES	30000.00	353.60	25934.55	4065.45	86.4
3.62 EQUIPMENT	4000.00	160.00	3198.65	801.35	80.0
3.71 REAL ESTATE	.00	.00	.00	.00	.0
3.72 EQUIPMENT	225.00	9.95	189.45	35.55	84.2
3.91 DUES	2000.00	.00	1005.00	995.00	50.3
3.92 INTEREST ON TEMPORARY LOANS	.00	.00	.00	.00	.0
3.93 TAXES & ASSESSMENTS	.00	.00	.00	.00	.0
3.94 TRANSFER TO LIRF	40000.00	.00	.00	40000.00	.0
3.95 SERVICE CONTRACTS	9180.00	679.44	7875.82	1304.18	85.8
3.96 PETTY CASH	120.00	.00	.00	120.00	.0
3.97 INTERVIEWING & MOVING EXP.	.00	.00	.00	.00	.0
3.98 MAINTENANCE CONTRACTS	36400.00	94.00	7953.48	28446.52	21.9
4.1 LAND	.00	.00	.00	.00	.0
4.2 BUILDINGS	.00	.00	.00	.00	.0
4.3 IMPROVEMENTS OTHER THAN BUILD.	.00	.00	.00	.00	.0
4.4 FURNITURE & EQUIPMENT	20195.53	2739.38	21174.84	-979.31	104.8
4.51 BOOKS	124000.00	13597.97	114008.61	9991.39	91.9
4.52 PERIODICALS & NEWSPAPERS	37086.37	366.00	23844.43	13241.94	64.3
4.53 NONPRINTED MATERIALS	22088.35	1782.62	17247.95	4840.40	78.1
-TOTAL-	1065852.50	69711.91	839927.48	225925.02	78.8

CHANGES TO APPROPRIATION REPORT
DATE 29 Nov 96

Fund/Account No	Date	Amount	Explanation
00-1.24	22 Mar 96	38.45	REFUND BAL.NOV.PREMIUM-HOWARD
100-1.24	10 Apr 96	169.55	REFUND OF PREMIUM-R.HOWARD
100-2.13	15 Aug 96	5.00	Rebate on Bic Pens
100-2.13	10 Oct 96	17.98	purchased case/Computer Paper
100-2.13	26 Nov 96	.70	Computer disk sold to patron
100-2.41	30 Apr 96	8.97	INCOLSA PAID-PERS.MGMT REFRESHME
100-3.22	22 Mar 96	26.93	LEASE BOOK REIMBURSEMENT-POSTAGE
100-3.22	31 May 96	20.52	BOOK LEASE REIMBURSEMENT-POSTAGE
100-3.22	04 Sep 96	17.36	B&T LEASE BKS RETURN POSTAGE REF
100-3.22	10 Oct 96	13.59	Rex Learning Center Postage ref.
100-3.23	10 Apr 96	49.20	U.OF WIS.TRIP/CROWN POINT P.L.
100-3.24	16 Apr 96	149.00	BUREAU OF ED.RESEARCH SEM.REFUND
100-3.42	31 Jul 96	573.00	REFUND-WORKMEN'S COMP POLICY
100-4.4	02 Jan 96	2095.53	ENCUMBERED 1995 FUNDS-BD.ACTION
100-4.52	30 Apr 96	28.79	LOWELL P.L.REIMBU-SUPERVISORS GD
100-4.52	30 Apr 96	28.79	REIMBURSED/SUPERVISOR'S GUIDE
100-4.52	31 May 96	28.79	STARKE CO.-SUPERVISOR GUIDE-REIM
100-4.53	22 Mar 96	33.34	REIMBURSED SHARED COST ALA VIDEO
100-4.53	22 Mar 96	5.00	REBATE-INDIAN IN CUPBOARD VIDEO
100-4.53	22 Mar 96	16.67	REIMBURSED-SHARED COST ALA VIDEO
100-4.53	10 Apr 96	33.34	ALA VIDEO REIMBURSEMENT
180-3.14	28 Jun 96	310.61	Interest earned 12/95 & 3/96
180-3.14	31 Jul 96	153.89	INTEREST EARNED 2nd QTR 1996
180-3.14	31 Oct 96	138.01	INTEREST EARNED THIRD QTR.
200.07-1.1	13 Feb 96	28.06	OVERPAYMENT OF PREMIUM-RUSHER

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 29 Nov 96

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
VOID 0154	01743	THINK TANK INFORMATION SYSTE	-27.50	12 NOV 96	VOID CHECK AND VOUCHER #0169
EFT DEBIT	01788	INDIANA DEPARTMENT OF REVENU	1664.24	25 NOV 96	STATE & COUNTY TAX WITHHELD VERFICIATION #29;REFERENCE # 11/25/96 @ 1:58 cst
005889	01716	MARLENE BEEDLE	443.12	08 NOV 96	PAYROLL
005890	01724	YVONNE J. BEEVER	748.90	08 NOV 96	PAYROLL
005891	01727	BELSTRA, COURTNEY B.	111.18	08 NOV 96	PAYROLL
005892	01708	GLENDA BROWN	597.73	08 NOV 96	PAYROLL
005893	01712	RENEE CARR	433.66	08 NOV 96	PAYROLL
005894	01731	VALERIE A. COLVIN	91.90	08 NOV 96	PAYROLL
005895	01711	LYNN DAUGHERTY	883.56	08 NOV 96	PAYROLL
005896	01734	LYNDA E. DAY	472.30	08 NOV 96	PAYROLL
005897	01715	JULIE EISELE	497.09	08 NOV 96	PAYROLL
005898	01702	CHARLOTTE FAGEN	654.09	08 NOV 96	PAYROLL
005899	01730	STEPHANIE D. FILSON	437.04	08 NOV 96	PAYROLL
005900	01728	HEEKE, MICHELLE M.	860.41	08 NOV 96	PAYROLL
005901	01735	SANDRA L. HESTERMAN	187.00	08 NOV 96	PAYROLL
005902	01714	ROSE E. HOWARD	482.93	08 NOV 96	PAYROLL
005903	01717	GAIL M. JUNG	637.99	08 NOV 96	PAYROLL
005904	01723	ANGELA M. KARCH	96.59	08 NOV 96	PAYROLL
005905	01709	DIANA KOBY	399.80	08 NOV 96	PAYROLL
005906	01705	JOAN KOPANDA	383.13	08 NOV 96	PAYROLL
005907	01706	KROS, DIANE	564.88	08 NOV 96	PAYROLL
005908	01719	SHARON K. LEWIS	112.48	08 NOV 96	PAYROLL
005909	01737	MOONEY, LOREILENE M.	87.73	08 NOV 96	PAYROLL
005910	01729	DIANE M. OPOLSKI	298.80	08 NOV 96	PAYROLL
005911	01707	BONNIE POWELL	436.33	08 NOV 96	PAYROLL
005912	01725	ANNETTE M. PRATT	91.60	08 NOV 96	PAYROLL
005913	01732	JACKIE REAGAN	490.33	08 NOV 96	PAYROLL
005914	01726	LISA RUSHER	482.76	08 NOV 96	PAYROLL
005915	01703	SHARON SCHULENBERG	570.02	08 NOV 96	PAYROLL
005916	01710	EILEEN SPURGEON	45.65	08 NOV 96	PAYROLL
005917	01721	JACK STANDISH	335.95	08 NOV 96	PAYROLL
005918	01704	JILL TACHTIRIS	605.11	08 NOV 96	PAYROLL
005919	01736	VIRGINIA VIS	284.82	08 NOV 96	PAYROLL
005920	01733	SUSAN M. WAKELAND	87.73	08 NOV 96	PAYROLL
005921	01718	WEBSTER, RACHAEL D.	269.69	08 NOV 96	PAYROLL
005922	01713	WHITED, AMBER	324.62	08 NOV 96	PAYROLL
005923	01722	MARGARET M. WOODS	557.95	08 NOV 96	PAYROLL
005924	01720	LEANNE YORK	825.49	08 NOV 96	PAYROLL
005925	01758	MARLENE BEEDLE	402.82	25 nov 96	PAYROLL
005926	01766	YVONNE J. BEEVER	748.90	25 nov 96	PAYROLL
005927	01769	BELSTRA, COURTNEY B.	70.36	25 nov 96	PAYROLL
005928	01750	GLENDA BROWN	556.65	25 nov 96	PAYROLL
005929	01754	RENEE CARR	433.66	25 nov 96	PAYROLL
005930	01773	VALERIE A. COLVIN	91.90	25 NOV 96	PAYROLL
005931	01753	LYNN DAUGHERTY	883.56	25 NOV 96	PAYROLL
005932	01776	LYNDA E. DAY	373.03	25 NOV 96	PAYROLL

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 29 Nov 96

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005933	01757	JULIE EISELE	456.30	25 NOV 96	PAYROLL
005934	01744	CHARLOTTE FAGEN	654.09	25 NOV 96	PAYROLL
005935	01772	STEPHANIE D. FILSON	369.89	25 NOV 96	PAYROLL
005936	01770	HEEKE, MICHELLE M.	830.21	25 NOV 96	PAYROLL
005937	01777	SANDRA L. HESTERMAN	101.58	25 NOV 96	PAYROLL
005938	01756	ROSE E. HOWARD	410.97	25 NOV 96	PAYROLL
005939	01759	GAIL M. JUNG	637.99	25 NOV 96	PAYROLL
005940	01765	ANGELA M. KARCH	103.89	25 NOV 96	PAYROLL
005941	01751	DIANA KOOS	399.80	25 NOV 96	PAYROLL
005942	01747	JOAN KOPANDA	429.07	25 NOV 96	PAYROLL
005943	01748	KROS, DIANE	552.58	25 NOV 96	PAYROLL
005944	01761	SHARON K. LEWIS	96.40	25 NOV 96	PAYROLL
005945	01779	KRISTINE L. MAYS	137.86	25 NOV 96	PAYROLL
005946	01780	MOONEY, LOREILENE M.	87.73	25 NOV 96	PAYROLL
005947	01771	DIANE M. OPOLSKI	332.39	25 NOV 96	PAYROLL
005948	01749	BONNIE POWELL	403.47	25 NOV 96	PAYROLL
005949	01767	ANNETTE M. PRATT	91.60	25 NOV 96	PAYROLL
005950	01774	JACKIE REAGAN	490.33	25 NOV 96	PAYROLL
005951	01768	LISA RUSHER	446.91	25 NOV 96	PAYROLL
005952	01745	SHARON SCHULENBERG	520.93	25 NOV 96	PAYROLL
005953	01752	EILEEN SPURGEON	100.42	25 NOV 96	PAYROLL
005954	01763	JACK STANDISH	307.82	25 NOV 96	PAYROLL
005955	01746	JILL TACHTIRIS	556.37	25 NOV 96	PAYROLL
005956	01778	VIRGINIA VIS	224.25	25 NOV 96	PAYROLL
005957	01775	SUSAN M. WAKELAND	75.19	25 NOV 96	PAYROLL
005958	01760	WEBSTER, RACHAEL D.	281.71	25 NOV 96	PAYROLL
005959	01755	WHITED, AMBER	286.57	25 NOV 96	PAYROLL
005960	01764	MARGARET M. WOODS	514.80	25 NOV 96	PAYROLL
005961	01762	LEANNE YORK	825.49	25 NOV 96	PAYROLL
015360	01634	ACORDIA PERSONAL BENEFITS, I	669.79	11 NOV 96	QTLY PREMIUM-JUNG, EISELE
015361	01635	AMBER WHITED	6.60	11 NOV 96	MILEAGE
015362	01636	ASI SIGN SYSTEMS	101.52	11 NOV 96	SIGNAGE- "SHIRT & SHOES REQU
015363	01637	AUDIO EDITIONS	84.38	11 NOV 96	AUDIO CASSETTES
015364	01638	AVC CORPORATION	94.00	11 NOV 96	NOV. SERV.CONTRACT-FINANCIAL
015365	01639	BAKER & TAYLOR	3141.83	11 NOV 96	BOOKS
015366	01640	BAKER & TAYLOR BOOKS	1186.54	11 NOV 96	CONTINUATIONS-BOOKS
015367	01641	BAKER & TAYLOR ENTERTAINMENT	143.61	11 NOV 96	VIDEOS
015368	01642	BANK ONE, INDIANAPOLIS, NA	550.00	11 NOV 96	REGISTRAR FEE-1996
015369	01643	BEN FRANKLIN	18.92	11 NOV 96	CHILDREN DEPT. CRAFT SUPPLIE
015370	01644	BETTER CONTAINERS MFG. CO. I	37.75	11 NOV 96	BOOK BAGS
015371	01645	BETTY A. HUFF (PAS-TIME BOO	1033.91	11 NOV 96	BOOKS
015372	01646	BOILER & PRESSURE VESSEL DIV	24.00	11 NOV 96	1996 BOILER INSPECTION-DEM.
015373	01647	CAMPBELL PRINTING COMPANY	77.58	11 NOV 96	BUSINESS CARDS PRINTING
015374	01648	CAREER TRACK INC.	65.85	11 NOV 96	AUDIO CASSETTES-2 ADULT
015375	01649	CENTRAL STATES SALES CORPORA	115.80	11 NOV 96	REPLACEMENT BULBS
015376	01650	CLARIDGE PRODUCTS & EQUIPMEN	286.94	11 NOV 96	3 CORKBOARD-WHEATFIELD
015377	01651	CONSUMER ELECTRONICS SPECIAL	60.00	11 NOV 96	REPROGRAM SATELLITE RECIEVER
015378	01652	DAVIDSON TITLES INC.	3205.18	11 NOV 96	BOOKS

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 29 Nov 96

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015379	01653	DEMCO	377.42	11 NOV 96	BAGS,TAPE,CLEANER,JACKETS,TR
015380	01654	DIANA KOOY	338.78	11 NOV 96	MILEAGE,PHONE & JACK,OFFICE
015381	01655	DIANE OPOLSKI	23.70	11 NOV 96	MILEAGE
015382	01656	DUMAS & MORIARTY	202.50	11 NOV 96	LEGAL CONSULTATIONS
015383	01657	FASE-KALUF TV & APPLIANCE	10.99	11 NOV 96	COMPUTER CABLE
015384	01658	GA FOODS GROUP	14.78	11 NOV 96	RENS. CHILDRENS PROGRAMS-SNA
015385	01659	GAIL JUNG	78.90	11 NOV 96	MILEAGE
015386	01660	GAYLORD BROS.	247.11	11 NOV 96	COVER,BK.JACK,ROLL,CR.SLIT,H
015387	01661	GROLIER EDUCATIONAL CORPORAT	253.34	11 NOV 96	ENCYCLOPEDIAS-D
015388	01662	HERITAGE OFFICE PRODUCTS, IN	765.75	11 NOV 96	ENGRAVING,DESKS-W.,COPIER DR
015389	01663	HIGHSMITH CO. INC.	1043.18	11 NOV 96	NCR FORMS,OAK PAPERBACK BOOK
015390	01664	H. W. WILSON COMPANY	387.00	11 NOV 96	CH.CATALOG,READERS GDE,VERT.
015391	01665	INFORMATION/REFERENCE GROUP	1558.92	11 NOV 96	STANDING ORDERS-BOOKS
015392	01666	JACKIE REAGAN	13.20	11 NOV 96	MILEAGE
015393	01667	JOURNAL AND COURIER	33.00	11 NOV 96	NEWSPR.SBSCPT. 11/7/96-1/29/
015394	01668	JULIE EISELE	36.60	11 NOV 96	MILEAGE
015395	01669	LDOS WORLDCOM	824.09	11 NOV 96	LONG DISTANCE CARRIER-DATA L
015396	01670	LEGAL DIRECTORIES PUBLISHING	56.00	11 NOV 96	1996 LEGAL DIRECTORY-REN
015397	01671	LEISURE ARTS	23.90	11 NOV 96	SPIRIT OF X-MAS COOKBOOK-D
015398	01672	LYNN DAUGHERTY	237.18	11 NOV 96	MILEAGE,LODGING/INTEL.FREEDO
015399	01673	MICHELLE HEEKE	179.80	11 NOV 96	MILEAGE
015400	01674	MICROMARKETING ASSOCIATES	154.90	11 NOV 96	AV
015401	01675	MIDWEST MICRO PERIPHERALS	1749.24	11 NOV 96	PC,CANON PRINTER AND CABLE
015402	01676	N.A.D.A. APPRAISAL GUIDES	55.00	11 NOV 96	OLD CAR APPR. GUIDE-D
015403	01677	NETNITCO	67.50	11 NOV 96	INTERNET SERVICE-NOV '96
015404	01678	NORTHWESTERN INDIANA TELEPHO	153.17	11 NOV 96	TELEPHONE SERVICE/DEM-OCT'96
015405	01679	ON CUE #6106	818.38	11 NOV 96	VIDEO'S AND C.D.'S
015406	01680	ORCHARD HILL PRODUCTIONS	63.80	11 NOV 96	VIDEO'S
015407	01681	PHILIP N. HOWARD	75.00	11 NOV 96	LAWN MAINTENANCE/WH-SEPT,OCT
015408	01682	POSTMASTER GENERAL	375.00	11 NOV 96	STAMPS:100-.50;1000-.32;25-
015409	01683	PRECISION CONTROL SYSTEMS, I	254.60	11 NOV 96	REPAIR 2 LEAKING VAV VALVES/
015410	01684	PUBLISHING SALES CONSULTANTS	922.03	11 NOV 96	ENCYCLOPEDIAS & DIRECTORIES
015411	01685	QUALITY BOOKS INC.	15.23	11 NOV 96	BOOKS
015412	01686	QUILL	82.72	11 NOV 96	RIBBON,DOTS,CRAYONS,CNST.PAP
					MARKERS,SHEARS
015413	01687	RANDY KOOY	140.00	11 NOV 96	COMPUTER PROGRAMMING/WH-OCT
015414	01688	REED REFERENCE PUBLISHING	558.97	11 NOV 96	STANDING ORDER/REN
015415	01689	REGENT BOOK CO., INC.	10.82	11 NOV 96	BOOK/H & G TRAD. HOME-NOV'96
015416	01690	RELIABLE CORPORATION	15.86	11 NOV 96	INDEX CARDS,DESK PAD
015417	01691	SECURITY COURIERS CORP.	679.44	11 NOV 96	COURIER SERVICE-10/4 TO 10/2
015418	01692	SILVER BURDETT PRESS	686.37	11 NOV 96	BOOKS
015419	01693	SIMON & SCHUSTER SCHOOL GROU	225.00	11 NOV 96	CAREER INFO CENTR-WH
015420	01694	STEPHANIE FILSON	36.60	11 NOV 96	MILEAGE
015421	01695	TAXPAYERS RESEARCH ASSOCIATI	8.00	11 NOV 96	BOOK
015422	01696	TEETERS CULLIGAN	34.70	11 NOV 96	COOLER RENTAL/WH
015423	01697	THINK TANK INFORMATION SYSTE	27.50	11 NOV 96	2-MODULAR ADAPTERS
015424	01698	TYSEN'S COUNTRY GROCERY, INC	50.05	11 NOV 96	DROP INS,TOILET CLEANER,AERO
015425	01699	UNIVERSITY MICROFILMS INTERN	437.75	11 NOV 96	MICROFILM/RENS. REPUBLICAN-R

REGISTER OF CLAIMS

----- JASPER COUNTY PUBLIC LIBRARY -----

208 W. SUSAN STREET

RENSSELAER, IN 47978-2447

29 Nov 96

PAGE 4

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015426	01700	VISION PUBLISHING	26.95	11 NOV 96	BOOK-HOME SCHOOLING LAWS-W
015427	01701	WAL-MART STORES, INC.	42.28	11 NOV 96	VIDEO,FARM ALMNC-3,REN.CHLD.
015428	01738	BANK ONE	4991.10	08 NOV 96	FICA & FED TAXES WITHHELD 08
015429	01739	INDIANA DEFERRED COMPENSATIO	527.10	08 NOV 96	WITHHELD FROM 08 NOV 96 PAYR SCHULENBERG,KOPANDA,DAUGHERT
015430	01740	TOWN OF DEMOTTE	40.72	08 NOV 96	SEWER SERVICE-SEPT-DEMOTTE
015431	01741	TOWN OF WHEATFIELD SEWER WOR	41.05	08 NOV 96	SEWER SERVICE-NOV-WHEATFIELD
015432	01742	UNITED TELEPHONE COMPANY	670.48	08 NOV 96	TELEPHONE/DATA LINE-NOV-RENS
015433	01781	BANK ONE	4737.09	25 NOV 96	FED & FICA TAX WITHHELD 25 N
015434	01782	INDIANA DEFERRED COMPENSATIO	527.10	25 NOV 96	WITHHELD FROM 25 NOV 96 PAYR DAUGHERTY,KOBY,KOPANDA,SCHUL
015435	01783	ACORDIA PERSONAL BENEFITS, I	318.93	25 NOV 96	QUARTERLY PREMIUM-HEEKE
015436	01784	CITY OF RENSSELAER	1996.49	25 NOV 96	RENS. UTILITIES-OCT 96
015437	01785	INCOLSA	72.00	25 NOV 96	BOOK REPAIR WORKSHOP-6 EMPLO
015438	01786	NIPSCO	646.15	25 NOV 96	WHEATFIELD UTILITES-OCT 96
015439	01787	UNITED TELEPHONE COMPANY	157.18	25 NOV 96	WHEATFIELD TELEPHONE SERV.-N
--TOTAL AMOUNT OF CLAIMS--			70917.18		

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 4 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 70917.18. Dated 19 DEC 96.

_____	_____
_____	_____
_____	_____
_____	_____

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
NOVEMBER 29, 1996

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES.....			\$1,999.85	\$22,658.18
DeMotte	\$750.80	\$8,666.80		
Rensselaer	\$986.48	\$10,040.45		
Wheatfield	\$262.57	\$3,950.93		
PHOTOCOPIES.....			\$513.95	\$6,599.24
DeMotte	\$184.80	\$2,464.39		
Rensselaer	\$238.10	\$3,126.25		
Wheatfield	\$91.05	\$1,008.60		
CARDS.....			\$88.00	\$941.00
DeMotte	\$24.00	\$321.50		
Rensselaer	\$58.00	\$533.00		
Wheatfield	\$6.00	\$86.50		
INTEREST.....			\$278.38	\$12,559.01
TAXES.....			\$176,875.00	\$823,212.72
Property Tax	\$0.00	\$421,608.87		
Financial Institution Tax	\$0.00	\$804.86		
License Excise Tax	\$0.00	\$44,889.97		
Local Option/Certified Shares	\$158,961.00	\$317,922.00		
Local Option/Property Tax Repl.	\$17,914.00	\$35,828.00		
State Distribution	\$0.00	\$2,159.02		
REFUNDS.....			\$0.70	\$3,863.90
B&T - Book Lease Postage	\$0.00	\$146.69		
Insurance Claims/Refunds	\$0.00	\$2,649.28		
Satellite Grant Reimbursement	\$0.00	\$207.01		
Salem Press-Book Overpayment	\$0.00	\$450.00		
Video/Magazine Rebates/Reimburse	\$0.00	\$223.92		
Bureau of Educ. Research/Mtg Ref.	\$0.00	\$149.00		
Incolsa/Prog.Refreshment Reimbui	\$0.00	\$8.97		
A.T.& T. credit refund	\$0.00	\$0.35		
Bic Pen Refund	\$0.00	\$5.00		
Misc. - Other	\$0.70	\$18.68		
Bank Debit	\$0.00	\$5.00		
TOTAL OPERATING FUND RECEIPTS.....			\$179,755.88	\$869,834.05
PLAC FUND.....			\$0.00	\$280.00
GIFT FUNDS.....			\$411.94	\$1,945.14
DeMotte	\$25.00	\$445.00		
Rensselaer	\$100.00	\$704.25		
Wheatfield	\$286.94	\$795.89		
BOND & INTEREST REDEMPTION FUND.....			\$0.00	\$304,001.75
Property Tax	\$0.00	\$274,245.99		
Financial Institution Tax	\$0.00	\$574.64		
License Excise Tax	\$0.00	\$29,181.12		
HOST/HOSPITALITY FUND.....			\$0.00	\$700.50
LIBRARY IMPROVEMENT FUND.....			\$120.73	\$994.91
ORAL HISTORY GRANT FUND.....			\$0.00	\$1,700.00
LEVY EXCESS FUND.....			\$0.00	\$0.00
RECIPROCAL BORROWING.....			\$0.00	\$0.00
SATELLITE FUND.....			\$0.00	\$1,713.00
INDIANA TECHNOLOGY GRANT FUND.....			\$0.00	\$3,480.00
CONSTRUCTION FUND.....			\$0.00	\$602.51
Interest Earned	\$0.00	\$602.51		
Bldg. Contractor-Reimbursement	\$0.00	\$0.00		
WITHHOLDING ACCOUNT FUNDS.....			\$0.00	\$53.07
TOTAL RECEIPTS - ALL FUNDS.....			\$180,288.55	\$1,185,304.93

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 12 Dec 96

PAGE 1

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
005962	01803	MARLENE BEEDLE	362.53	10 DEC 96	PAYROLL
005963	01811	YVONNE J. BEEVER	748.90	10 DEC 96	PAYROLL
005964	01814	BELSTRA, COURTNEY B.	96.59	10 DEC 96	PAYROLL
005965	01795	GLENDA BROWN	509.71	10 DEC 96	PAYROLL
005966	01799	RENEE CARR	388.38	10 DEC 96	PAYROLL
005967	01818	VALERIE A. COLVIN	104.44	10 DEC 96	PAYROLL
005968	01798	LYNN DAUGHERTY	883.56	10 DEC 96	PAYROLL
005969	01821	LYNDA E. DAY	403.24	10 DEC 96	PAYROLL
005970	01802	JULIE EISELE	415.50	10 DEC 96	PAYROLL
005971	01789	CHARLOTTE FAGEN	654.09	10 DEC 96	PAYROLL
005972	01817	STEPHANIE D. FILSON	403.45	10 DEC 96	PAYROLL
005973	01815	HEEKE, MICHELLE M.	830.21	10 DEC 96	PAYROLL
005974	01822	SANDRA L. HESTERMAN	101.58	10 DEC 96	PAYROLL
005975	01801	ROSE E. HOWARD	410.97	10 DEC 96	PAYROLL
005976	01804	GAIL M. JUNG	637.99	10 DEC 96	PAYROLL
005977	01810	ANGELA M. KARCH	107.54	10 DEC 96	PAYROLL
005978	01796	DIANA KOOTY	399.80	10 DEC 96	PAYROLL
005979	01792	JOAN KOPANDA	383.13	10 DEC 96	PAYROLL
005980	01793	KROS, DIANE	540.33	10 DEC 96	PAYROLL
005981	01806	SHARON K. LEWIS	80.35	10 DEC 96	PAYROLL
005982	01824	KRISTINE L. MAYS	87.73	10 DEC 96	PAYROLL
005983	01825	MOONEY, LOREILENE M.	118.30	10 DEC 96	PAYROLL
005984	01816	DIANE M. OPOLSKI	298.80	10 DEC 96	PAYROLL
005985	01794	BONNIE POWELL	370.60	10 DEC 96	PAYROLL
005986	01812	ANNETTE M. PRATT	76.65	10 DEC 96	PAYROLL
005987	01819	JACKIE REAGAN	490.33	10 DEC 96	PAYROLL
005988	01813	LISA RUSHER	411.03	10 DEC 96	PAYROLL
005989	01790	SHARON SCHULENBERG	471.82	10 DEC 96	PAYROLL
005990	01797	EILEEN SPURGEON	39.56	10 DEC 96	PAYROLL
005991	01808	JACK STANDISH	323.16	10 DEC 96	PAYROLL
005992	01791	JILL TACHTIRIS	507.62	10 DEC 96	PAYROLL
005993	01823	VIRGINIA VIS	224.25	10 DEC 96	PAYROLL
005994	01820	SUSAN M. WAKELAND	62.67	10 DEC 96	PAYROLL
005995	01805	WEBSTER, RACHAEL D.	255.27	10 DEC 96	PAYROLL
005996	01800	WHITED, AMBER	248.52	10 DEC 96	PAYROLL
005997	01809	MARGARET M. WOODS	471.66	10 DEC 96	PAYROLL
005998	01807	LEANNE YORK	825.49	10 DEC 96	PAYROLL
015440	01826	BANK ONE	4521.59	10 DEC 96	FICA & FED TAXES WITHHELD 10
015441	01827	INDIANA DEFERRED COMPENSATIO	527.10	10 DEC 96	WITHHELD FROM PAYROLL 10 DEC
015442	01828	LDOS WORLDCOM	796.80	10 DEC 96	DAUGHERTY,KOOTY,KOPANDA,SCHUL
015443	01829	NETNITCO	67.50	10 DEC 96	DATA LINES/LONG DISTANCE CAR
015444	01830	NORTHWESTERN INDIANA TELEPHO	152.72	10 DEC 96	INTERNET ACCESS-DEC.1996
015445	01831	NIPSCO	3098.24	10 DEC 96	DEMOTTE-DEC. PHONES
015446	01832	TOWN OF DEMOTTE	40.72	10 DEC 96	DEM-NOV.UTILITIES
015447	01833	TOWN OF WHEATFIELD SEWER WOR	41.05	10 DEC 96	SEWER SERVICE-DEMOTTE LIB.-0
015448	01834	ACE HARDWARE	79.72	19 DEC 96	DEC. 1996 SEWER SERVICE-WHEA
015449	01835	ACORDIA PERSONAL BENEFITS, I	544.93	19 DEC 96	PHOTOCELL, RAKE, PAINT FOR R
					QTLY PREMIUM-BEEVER

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 12 Dec 96

PAGE 2

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015450	01836	A.E. BOYCE CO., INC.	248.87	19 DEC 96	PURCH.ORDERS,TAX FORMS,RECEI
015451	01837	AGLL GENEALOGICAL SERVICES	95.15	19 DEC 96	ORAH HISTORY PROJECT
015452	01838	ALL-PHASE ELECTRIC SUPPLY CO	52.65	19 DEC 96	UNDER-COUNTER FLUORESCENT BU
015453	01839	AVC CORPORATION	94.00	19 DEC 96	FIN.COMPUTER SERV.CONTRACT-D
015454	01840	BAKER & TAYLOR	6103.38	19 DEC 96	BOOKS,GIFT BOOKS,CASSETTES
015455	01841	BAKER & TAYLOR BOOKS	815.54	19 DEC 96	CONTINUATIONS-BOOKS
015456	01842	BAKER & TAYLOR ENTERTAINMENT	21.32	19 DEC 96	VIDEOS
015457	01843	BANK ONE, INDIANAPOLIS, NA	325232.50	19 DEC 96	BOND PAYMENT DUE JAN 1, 1997
015458	01844	BETTY A. HUFF (PAS-TIME BOO	294.91	19 DEC 96	BOOKS, VIDEOS
015459	01845	CENTRAL STATES SALES CORPORA	88.92	19 DEC 96	CEILING SPOT. PROJECTION BUL
015460	01846	CHARLOTTE FAGEN	29.40	19 DEC 96	MILEAGE
015461	01847	CONSOLIDATED INSURANCE AGENC	200.00	19 DEC 96	TREASURER,ASST. TREAS. BONDS
015462	01848	CROWN COMPUTER	100.00	19 DEC 96	REPLACE BIOS CHIP-RENS.PATRO
015463	01849	CUSTOM LAWN CARE	310.00	19 DEC 96	LAWN MOWING, SNOW REMOVAL-RE
015464	01850	DAVIDSON TITLES INC.	1280.82	19 DEC 96	BOOKS
015465	01851	FACTS ON FILE NEWS SERVICES	1210.00	19 DEC 96	FACTS ON FILE-WORLD NEW DIGE
015466	01852	FASE'S WATER TREATMENT & FLO	131.25	19 DEC 96	REDOUT FOR WATER SOFTNER-DEM
015467	01853	GAYLORD BROS.	16479.00	19 DEC 96	ANNUAL SOFTWARE/HARDWARE MTN MARC SUBSCRIPTION ANNUAL BIL
015468	01854	GAIL JUNG	132.62	19 DEC 96	MILEAGE,PROF.MTGS,FLUORESCEN
015469	01855	GAIL JUNG	29.88	19 DEC 96	RENSSELAER PETTY CASH
015470	01856	GAIL JUNG	21.49	19 DEC 96	WHEATFIELD PETTY CASH
015471	01857	GLENDA BROWN	13.20	19 DEC 96	MILEAGE
015472	01858	GROLIER PUBLISHING COMPANY	11.50	19 DEC 96	BOOKS
015473	01859	HERITAGE OFFICE PRODUCTS, IN	204.24	19 DEC 96	PRINTWHEEL,INKJET CARTR.,IMP
015474	01860	HP PRODUCTS CORP.	639.39	19 DEC 96	ICE MELT,KLEENEX,M-FOLDS,TP,
015475	01861	INCOLSA	500.00	19 DEC 96	DOCUMENT DELIVERY SERVICE-19
015476	01862	INDIANA BASKETBALL HALL OF F	50.00	19 DEC 96	5 YR.SUBSCRIPTION(1/1/98-12/
015477	01863	INDIANA DEPT.OF WORKFORCE DE	303.59	19 DEC 96	VOLUNTARY PYMT TO REDUCE 199
015478	01864	INDIANA LIBRARY FEDERATION	1108.10	19 DEC 96	LIBRARY & TRUSTEE MEMBERSHIP
015479	01865	INDIANAPOLIS NEWSPAPERS, INC	88.60	19 DEC 96	NEWSPAPER SUBSC.-1997-RENS.
015480	01866	INFORMATION ACCESS COMPANY	3257.00	19 DEC 96	HEALTH INDEX-1997
015481	01867	INFORMATION & RECORDS ASSOC.	177.50	19 DEC 96	MICROFORM READER/PRINTER REP
015482	01868	INFORMATION PLUS	383.96	19 DEC 96	STANDING ORDERS-BOOKS
015483	01869	INFORMATION/REFERENCE GROUP	226.95	19 DEC 96	CONTEMP.AUTHORS,SOMETH.ABOUT
015484	01870	INDIANA VISUAL & AUDIO NETWO	3000.00	19 DEC 96	3 CD-ROM PACKAGES-1997
015485	01871	JACKIE REAGAN	28.20	19 DEC 96	MILEAGE
015486	01872	JILL TACHTIRIS	60.90	19 DEC 96	MILEAGE
015487	01873	JUST OUR SIZE VIDEOS	23.90	19 DEC 96	VIDEOS
015488	01874	KOLORTECH, INC.	323.09	19 DEC 96	FLUORESCENT BULBS
015489	01875	K.V.ELECTRIC	83.50	19 DEC 96	ELECTRICAL WORK
015490	01876	LEGAL DIRECTORIES PUBLISHING	56.00	19 DEC 96	INDIANA LEGAL DIRECTORY
015491	01877	LIBRARY VIDEO COMPANY	275.42	19 DEC 96	VIDEOS
015492	01878	MARK YORK	50.00	19 DEC 96	LEAF RAKING-DEMOTTE LIB.
015493	01879	MARSHALL CAVENDISH CORPORATI	63.44	19 DEC 96	BOOKS
015494	01880	MCGRAW-HILL, INC.	1241.36	19 DEC 96	BOOKS
015495	01881	OFFICE DEPOT	893.95	19 DEC 96	CANON BJC210 & 620; HP-820 P
015496	01882	POSTMASTER GENERAL	750.00	19 DEC 96	STAMPS: 2000-\$.32; 60-\$.1; 10

REGISTER OF CLAIMS
 ----- JASPER COUNTY PUBLIC LIBRARY -----
 208 W. SUSAN STREET
 RENSSELAER, IN 47978-2447
 12 Dec 96

PAGE 3

Warrant Number	Claim Number	Name of Claimant	Amount of Claim	Date Filed	Explanation
015497	01883	PRECISION CONTROL SYSTEMS, I	1030.00	19 DEC 96	QTLY MTNCE(12/96-2/97) -DEM.
015498	01884	PROFESSIONAL MEDIA SERVICE C	11.54	19 DEC 96	ANSCR SUPPLEMENT-TECH. SERVI
015499	01885	QUALITY BOOKS INC.	17.51	19 DEC 96	BOOKS
015500	01886	QUILL	473.16	19 DEC 96	AV BINDERS,FILE FOLDERS,CART
015501	01887	RANDY KOOY	25.00	19 DEC 96	MOUNT BULLETIN BOARDS-WH.
015502	01888	REGENT BOOK CO., INC.	69.33	19 DEC 96	BOOKS
015503	01889	ROBERT SOUZA	20.72	19 DEC 96	CARDS/STATIONERY
015504	01890	SCOTT FORESMAN	115.77	19 DEC 96	BOOKS
015505	01891	SECURITY COURIERS CORP.	1037.04	19 DEC 96	TRANSPORT SERV.11/1 TO 12/6/
015506	01892	SIMPLEX TIME RECORDER CO.	2006.50	19 DEC 96	1997 SERV.CONTRACT-DEM.,WH.,
015507	01893	TEETERS CULLIGAN	9.95	19 DEC 96	RENTAL-DEC.-WHEATFIELD LIB.
015508	01894	THINK TANK INFORMATION SYSTE	316.45	19 DEC 96	WEBCAN-TECHN. GRANT
015509	01895	THE TIMES	179.40	19 DEC 96	DEM. ANNUAL SUBSCR.-1997
015510	01896	UNITED TELEPHONE COMPANY	674.59	19 DEC 96	TELEPHONE-DEC.-RENS.
015511	01897	UNIVERSITY MICROFILMS INTERN	103.91	19 DEC 96	SUBSCR.RENS. REPUBLICAN-MICR
015512	01898	VIKING OFFICE PRODUCTS	390.05	19 DEC 96	COPY PAPER,MARKERS,CARTRIDGE
015513	01899	WALGREEN'S	10.45	19 DEC 96	BATTERIES
015514	01900	WALSTRA FINE CUT	66.00	19 DEC 96	LAWN MOWING-OCT-WHEATFIELD
015515	01901	YVONNE BEEVER	156.00	19 DEC 96	MILEAGE
015516	01902	LEANNE YORK	26.99	19 DEC 96	PAINT FOR HANDRAIL-DEM.

--TOTAL AMOUNT OF CLAIMS-- 397141.97

ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing Register of Claims, consisting of 3 pages, and except for claims not allowed as shown on the Register, such claims are hereby allowed in the total amount of 397141.97. Dated 19 DEC 96.

_____	_____
_____	_____
_____	_____
_____	_____



REPORT COVERS

BLACK	7-40401
DK. BLUE	7-40402
RED	7-40404
LT. BLUE	7-40409

PRESSBOARD

QUILL CORPORATION
GENERAL OFFICES, LINCOLNSHIRE, IL 60069-3621
LINCOLNSHIRE, IL • ONTARIO, CA • TORONTO CANADA

